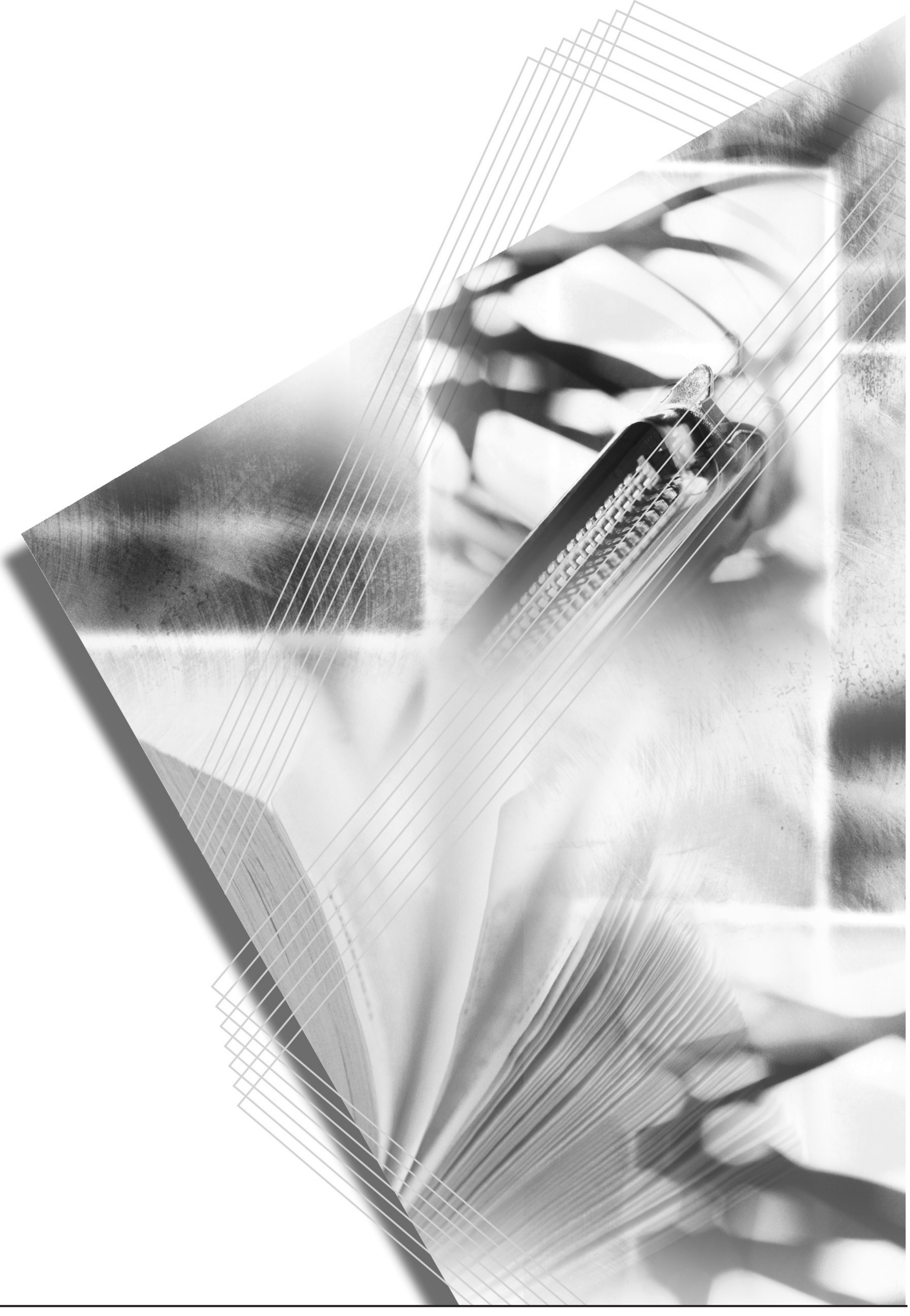
C4008

Operation Guide



Please read the Operation Guide before using the copier. Keep it close to the copier for easy reference.

<IMPORTANT>
This Operation Guide is for the C4008 MFP.

- Standard equipment
  C4008: Duplex Unit and one 500-sheet capacity drawer[cassette]

NOTE:
This Operation Guide contains information that corresponds to using both the inch and metric versions of this copier.
When the difference in a message is only one of upper- and lower-case spelling, we have listed the information as it specifically pertains to the inch version of this machine.
When there is even a slight difference in the message, we have listed the information for the inch version followed, in brackets, by the corresponding information for the metric version.

All rights reserved. No part of this material may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system, without permission in writing from the Publisher.

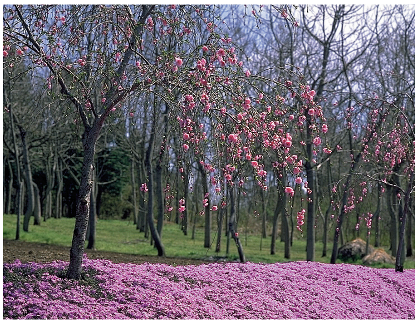
Legal Restriction On Copying

- It may be prohibited to copy copyrighted material without permission of the copyright owner.
- It is prohibited under any circumstances to copy domestic or foreign currencies.
- Copying other items may be prohibited.

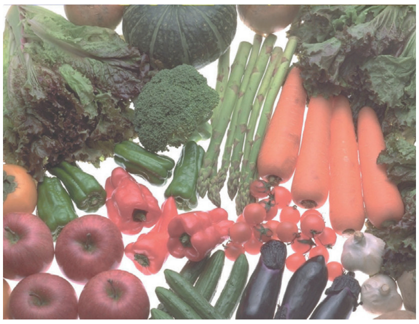
Image quality adjustment samples

One-touch selection of the image quality, for example “Vivid” or “Dull” [“Calm”], is possible according to the type of copy image you want. (See “**One-touch image quality adjustment**” on page 5-5 for the actual setting procedure.)

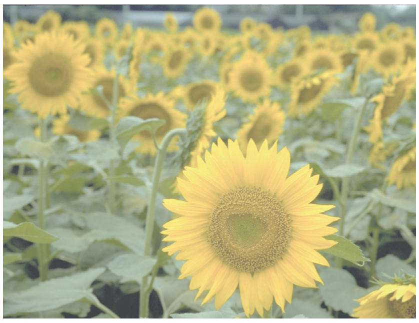
“Sharper” [“Modulation”] setting selected



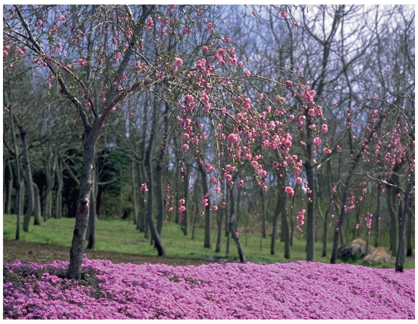
“Dull” [“Calm”] setting selected



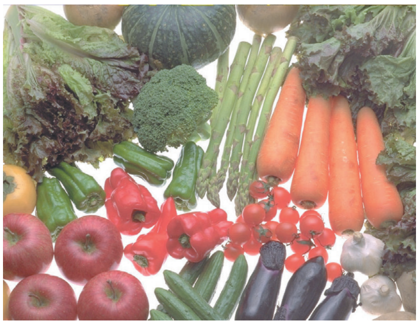
“Light” setting selected



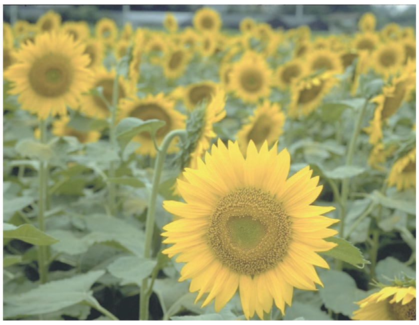
Original



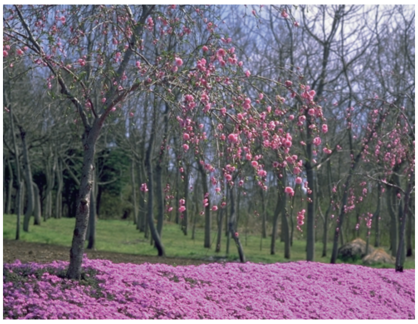
Original



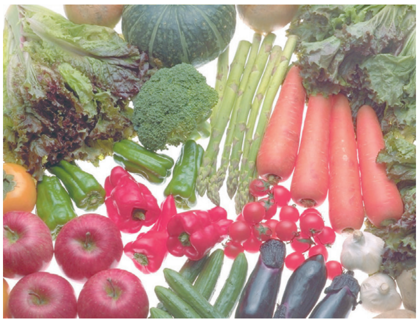
Original



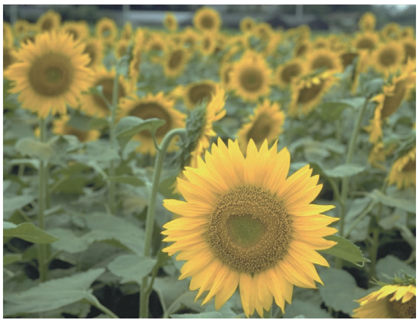
“Smooth” setting selected



“Vivid” setting selected



“Dark” [“Heavy”] setting selected

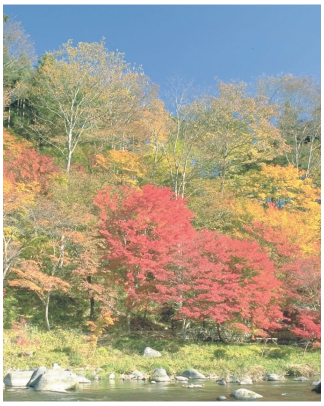


NOTE:
Samples in this operation guide were created in order simply to indicate the different effects of each function, and the resulting colors will, therefore, differ somewhat from the actual copies made with this copier.

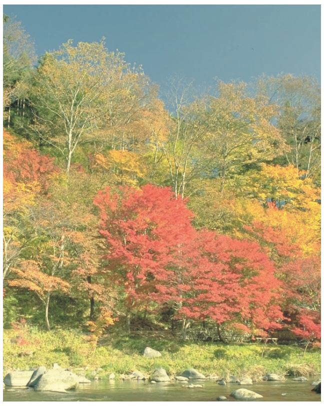
Color balance adjustment samples

If the overall color of the copies appears reddish or yellowish, etc., the overall color balance can be fine-adjusted by increasing or decreasing the intensity of each of the colors: cyan, magenta, yellow or black. (See "**Adjusting the color balance**" on page 5-1 for the actual setting procedure.)

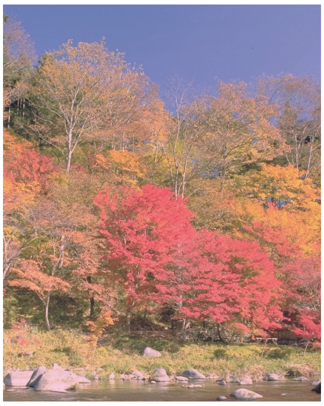
Original



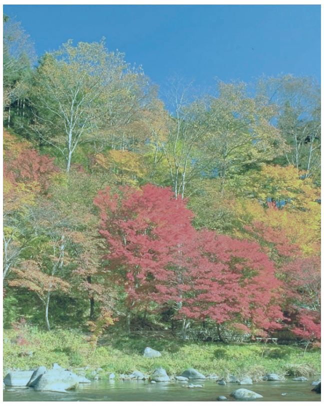
Yellow intensity increased



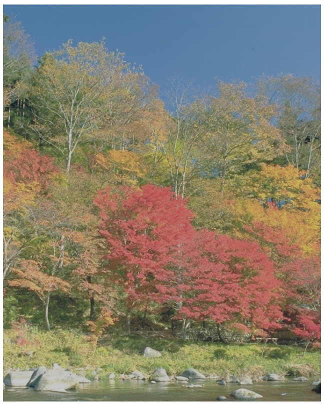
Magenta intensity increased



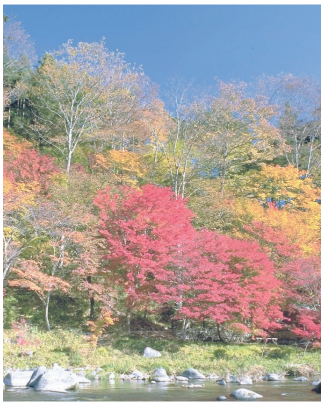
Cyan intensity increased



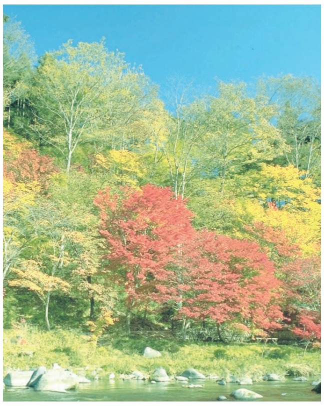
Black intensity increased



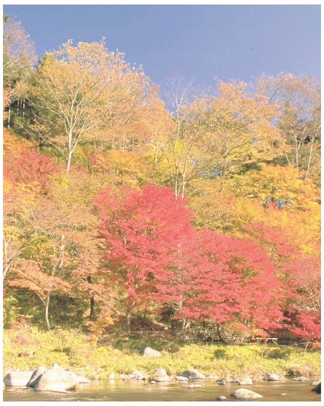
Yellow intensity decreased



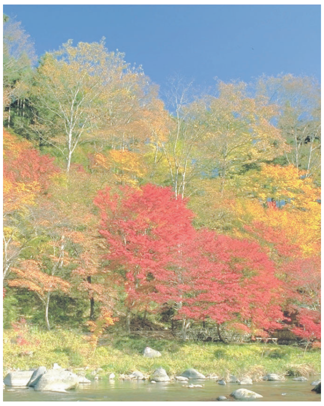
Magenta intensity decreased



Cyan intensity decreased



Black intensity decreased



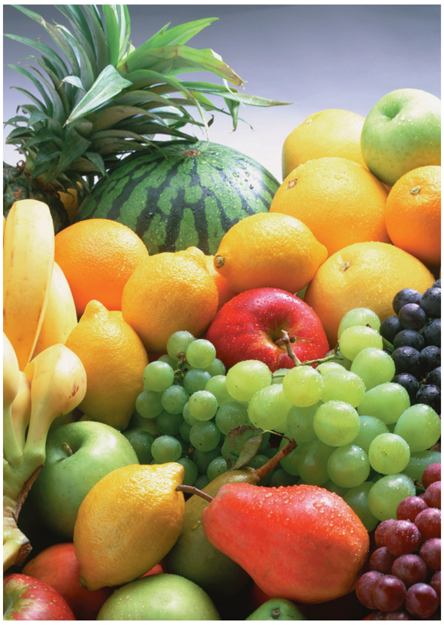
NOTE:
Samples in this operation guide were created in order simply to indicate the different effects of each function, and the resulting colors will, therefore, differ somewhat from the actual copies made with this copier.

Gloss mode samples

Select the gloss mode when you want to make high-gloss copies. (See “**Gloss mode ON/OFF**” on page 5-7 for the actual setting procedure.)

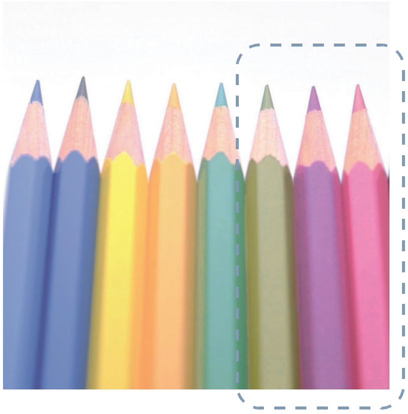
Original

Gloss mode selected



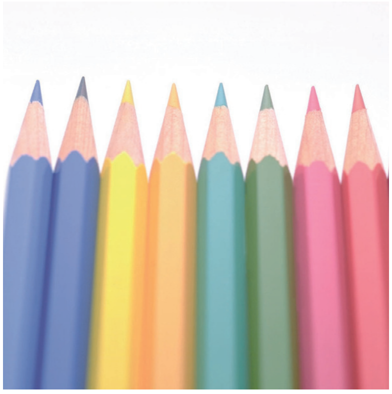
Color hue adjustment samples

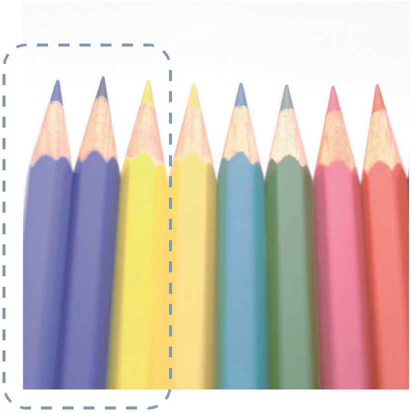
It is possible for you the change the color hue and create copies of interesting colors. For example, turns reds into reddish-yellows or yellows into yellow-greens. (See “**Adjusting the color hue**” on page 5-3 for the actual setting procedure.)



“Y-B” and a minus value selected...
Greens near yellow are intensified towards yellow, and magentas near blue intensified towards blue. ... **(1)**

Original





“Y-B” and a plus value selected...
Reds near yellow are intensified towards yellow, and cyans near blue intensified towards blue. ... **(2)**

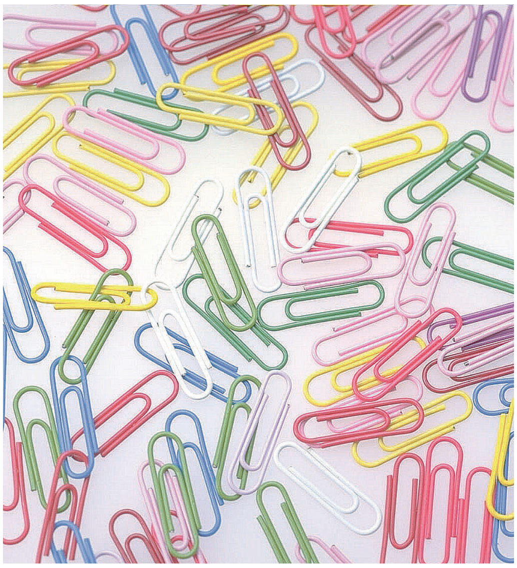
NOTE:
Samples in this operation guide were created in order simply to indicate the different effects of each function, and the resulting colors will, therefore, differ somewhat from the actual copies made with this copier.

Sharpness adjustment samples

Adjusting the sharpness setting makes the contours of the image softer or sharper, as appropriate. (See “**Adjusting the sharpness**” on page 6-56 for the actual setting procedure.)

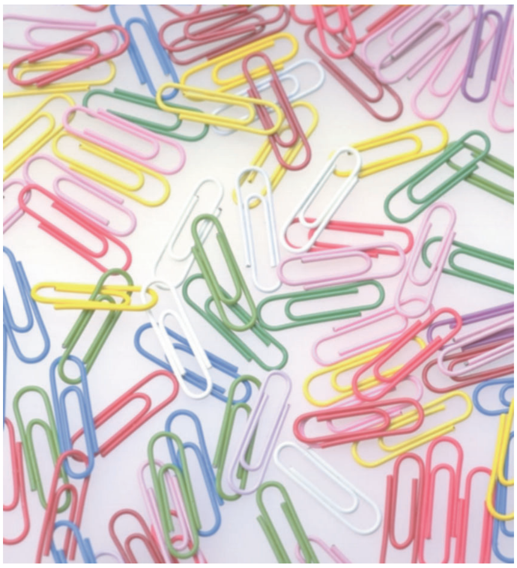
Original

Sharpness setting increased



Original

Sharpness setting decreased



NOTE:
Samples in this operation guide were created in order simply to indicate the different effects of each function, and the resulting colors will, therefore, differ somewhat from the actual copies made with this copier.

Introduction to this Operation Guide

The explanations contained in this Operation Guide have been separated into different sections in order to allow even those using a copier for the first time to use this machine efficiently, properly and with relative ease.
A basic introduction to each section can be found below for reference. Refer to the related section when using this copier.

Section 1 IMPORTANT! PLEASE READ FIRST.
This section contains explanations on information that is necessary for you to know prior to using this copier for the first time after purchase.
For example, it contains notes and cautions on installation and operation that should be strictly obeyed in order to ensure its safe and proper operation.

Section 2 NAMES OF PARTS
This section contains explanations on the names and functions of the parts of the copier and its operation panel.

Section 3 PREPARATIONS
This section contains explanations on procedures for loading copy paper.

Section 4 BASIC OPERATION
This section contains explanations on the basic procedures required to make simple copies.

Section 5 COLOR COPY SETTINGS
This section contains explanations on the procedures for adjusting the various settings related to making color copies.

Section 6 OTHER CONVENIENT FUNCTIONS
This section contains explanations on using the various convenient functions of this copier.

Section 7 COPIER MANAGEMENT
This section contains explanations on the procedures for changing the various default settings available for adjusting the copier to fit your copy needs and on the procedures for managing copy use.

Section 8 OPTIONAL EQUIPMENT
This section contains explanations on the optional equipment that are available for use with this copier.

Section 9 TROUBLESHOOTING
This section contains explanations on handling problems that may occur during operation of this copier, such as when an error indication appears or if a paper jam occurs.

Section 10 MAINTENANCE AND OPERATION INFORMATION
This section contains explanations on maintaining the copier in proper condition and on replacing the toner container, as well as information on the specifications for this copier.

Symbols in this guide

This Operation Guide contains certain symbols to indicate points of caution and additional information that is important for you to know.
The symbols and their meanings are indicated below.

IMPORTANT!

This symbol indicates information on procedures that should or should not be performed in order to avoid trouble.

NOTE(S)

This symbol indicates information on additional explanations or procedures for your reference.

CONTENTS

Energy Star Program ... xi
Please read this Operation Guide before using the copier. Keep it close to the copier for easy reference. ... xii

Section 1
IMPORTANT! PLEASE READ FIRST. 1-1

CAUTION LABELS ... 1-1
INSTALLATION PRECAUTIONS ... 1-2
PRECAUTIONS FOR USE ... 1-3

Section 2
NAMES OF PARTS ... 2-1

Main body ... 2-1
Operation panel ... 2-4
Touch panel ... 2-6

Section 3
PREPARATIONS ... 3-1

Loading paper ... 3-1
    Note when adding paper ... 3-1
    Loading paper into drawer[cassette] ... 3-2
    Setting paper on the MP tray ... 3-4

Section 4
BASIC OPERATION ... 4-1

Basic copying procedure ... 4-1

Section 5
COLOR COPY SETTINGS ... 5-1

Adjusting the color balance ... 5-1
Adjusting the color hue ... 5-3
One-touch image quality adjustment ... 5-5
Mono-color mode ... 5-6
Gloss mode ON/OFF ... 5-7

Section 6
OTHER CONVENIENT FUNCTIONS ... 6-1

Enlarging/reducing the copy image ... 6-1
    Auto magnification selection mode ... 6-1
    Zoom mode ... 6-2
    Preset zoom mode ... 6-3
    XY zoom mode ... 6-4
Interrupt copying ... 6-5
Making 2-sided copies from various types of originals [2-sided copy modes] ... 6-6
    Making 2-sided copies from a 2-sided original ... 6-6
    Making 2-sided copies from an open-faced (books, etc.) original ... 6-6
    Making 2-sided copies from one-sided originals ... 6-7
Copying two-page originals onto separate sheets [Page separation/Split copy modes] ... 6-9
    Page separation/Split copy from book originals ... 6-9
    Page separation/Split copy from 2-sided originals ... 6-9
Making a margin space on the copies [Margin mode] ... 6-12
    Standard margin ... 6-12
    Separate front and back margin settings ... 6-12
Centering the copy image [Centering/Image shift mode] ... 6-15
Adding a space next to the copy images for making notes [Memo mode] ... 6-17
Making copies with clean edges [Border erase modes] ... 6-19
    Erasing blemishes from edges of copies (Sheet erase mode) ... 6-19
    Erasing blemishes from the edges and middle of copies made from books (Book erase mode) ... 6-19
Fitting the image of either two or four originals onto a single copy page [Combine/Merge Copy modes] ... 6-21
    2 in 1 ... 6-21
    4 in 1 ... 6-21
Printing page numbers on the copies [Print page numbers mode] ... 6-23
Enlarging the image and printing it out onto multiple sheets [Poster mode] ... 6-27
Making booklets from sheet originals [Booklet/Stitching mode] ... 6-29
Making booklets from book originals [Book to Booklet mode] ... 6-32
Automatic sorting of copy sets without the Document Finisher [Sort/Finished mode] ... 6-35
Auto rotation function ... 6-37
Adding a front and/or back cover to your copy sets [Cover mode] ... 6-38
Original size selection mode ... 6-41
Feeding paper as a backing sheet for OHP transparencies [Transparency + backing sheet mode] ... 6-43
Inverting black and white AND color [Invert mode] ... 6-45
Making mirror image copies [Mirror image mode] ... 6-46
Making a test copy prior to large volume copying [Proof mode] 6-47
Making more of the same copies after a copy job is finished [Repeat copy mode] ... 6-49
    Registering a copy job for repeat copying ... 6-49
    Printing out with the repeat copy mode ... 6-50
Copying a large volume of originals in one operation [Batch scanning mode] ... 6-53
Making both color AND black & white copies at the same time [Color/BW selection mode] ... 6-54
Adjusting the sharpness ... 6-56
Saving on toner use [Eco print mode] ... 6-57
Original set direction ... 6-58
Selecting the location of copy ejection ... 6-59
Memorizing frequently used settings [Program function] ... 6-60
    Registering a program ... 6-60
    Using programmed settings to make copies ... 6-61
    Changing a registered program name ... 6-62
    Deleting a registered program ... 6-63
Registration keys ... 6-64
    Registering a function or mode under a registration key ... 6-64
    Deleting a registration key ... 6-66
Easily add covers and insert sheets between various sets of originals in one operation [Job build mode] ... 6-68
    Using the job build mode ... 6-68
    Selecting the settings and functions ... 6-73
Energy-saving Low power mode ... 6-86
Auto sleep function ... 6-87

Section 7
COPIER MANAGEMENT 7-1

Copy management function 7-1
  Copy management procedures 7-2
  Accessing the copy management menu screen 7-3
  Editing copy management information 7-4
  Checking the copy management counts 7-24
  Turning the copy management function ON/OFF 7-28
  Changing the copy management default settings 7-28
  Making copies when copy management is turned ON 7-40
Default settings 7-41
  Machine default settings 7-41
  Accessing the machine default settings 7-44
  Making machine default settings 7-45
  Copy default settings 7-63
  Accessing the copy default settings 7-67
  Making copy default settings 7-68
MP tray paper settings 7-97
  Paper size and type 7-97
  Selecting other standard sizes 7-98
Original size registration 7-100
Auto color adjustment 7-102
Drum refresh 7-104
Checking the total counter and printing out the counter report 7-106
Status report print out 7-108
Language selection function 7-111
Entering characters 7-112
  Character input screens 7-112
  Character input procedure 7-114

Section 8
OPTIONAL EQUIPMENT 8-1

  Document Processor 8-1
  Paper Feeder 8-6
  Document Finisher 8-6
  Key Counter 8-13
  Fax Kit 8-13

Section 9
TROUBLESHOOTING 9-1

If one of the following messages is displayed 9-1
If one of the following indications lights 9-4
If paper jams 9-5
  Cautions 9-5
  Misfeed location indicators 9-5
  Removal procedures 9-6
If other trouble occurs 9-18

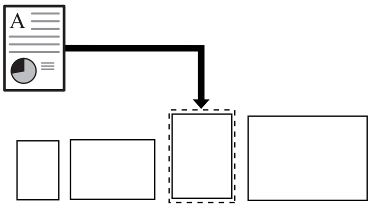
Section 10
MAINTENANCE AND OPERATION INFORMATION 10-1

Cleaning the copier 10-1
Replacing the toner containers 10-4
Replacing the waste toner box 10-6
Specifications 10-9
  Main Body 10-9
  Document Processor (option) 10-11
  Document Finisher (option) 10-11
  Paper Feeder (option) 10-12
Environmental specifications 10-13
Installing the optional equipment 10-14

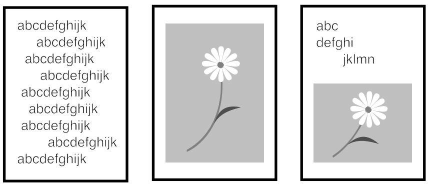
Appendix: Functions and settings combination chart .. 10-16

MAKING FULL USE OF THE COPIER'S ADVANCED FUNCTIONS

1 Having the copier automatically select copy paper of the same size as the original
<Auto paper selection mode>
(Page 4-2)

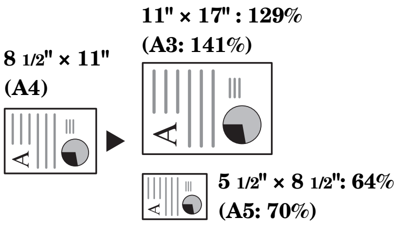


2 Making clear reproductions of photographs
<Image quality selection>
(Page 4-4)

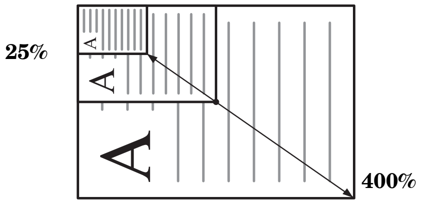

abcdefghijk
abcdefghijk
abcdefghijk
abcdefghijk
abcdefghijk
abcdefghijk
abcdefghijk
abcdefghijk
abcdefghijk
abc
defghi
jklmn

3 Various functions for making enlarged and reduced copies

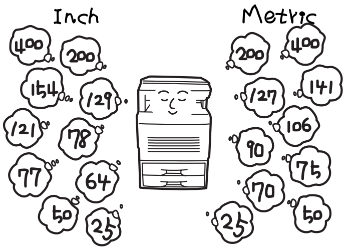
- Enlarging/reducing the copy image to fit the size of paper in a specified drawer[cassette]
  <Auto magnification selection mode>
  (Page 6-1)


11" × 17" : 129%
(A3: 141%)
8 1/2" × 11"
(A4)
5 1/2" × 8 1/2": 64%
(A5: 70%)
A

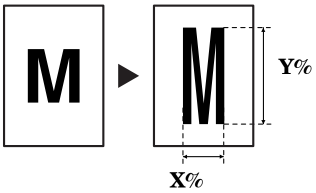
- Enlarging/reducing the copy image to a desired size between 25% and 400%
  <Zoom mode> (Page 6-2)



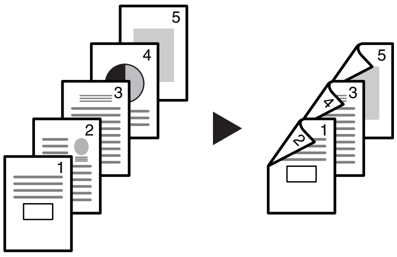
- One-touch selection of the copy magnification ratio
  <Preset zoom mode> (Page 6-3)


Inch
400
200
154
129
121
78
77
64
50
25
Metric
200
400
127
141
106
90
75
70
25
50

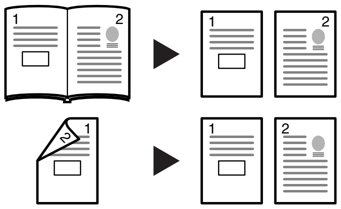
- Enlarging/reducing the length and width of the image to separate magnification ratios
  <XY zoom mode> (Page 6-4)



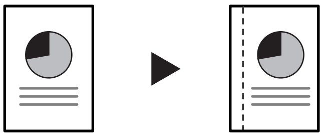
4 Making 2-sided copies from various types of originals
<2-sided copy modes>
(Page 6-6)


5
4
3
2
1
5
3
4
2
1

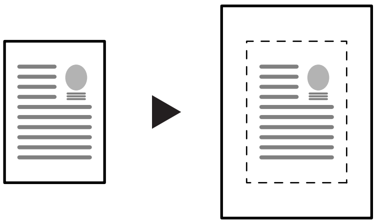
5 Copying two-page originals onto separate sheets
<Page separation/Split copy modes> (Page 6-9)



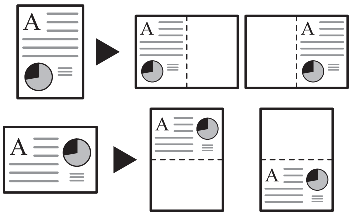
6 Making a margin space on the copies
<Margin mode> (Page 6-12)



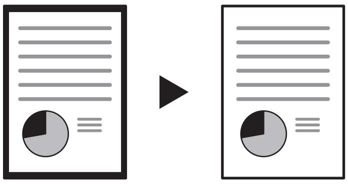
7 Centering the copy image
<Centering/Image shift mode>
(Page 6-15)



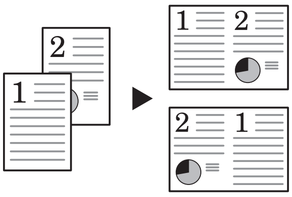
8 Adding a space next to the copy images for making notes
<Memo mode> (Page 6-17)



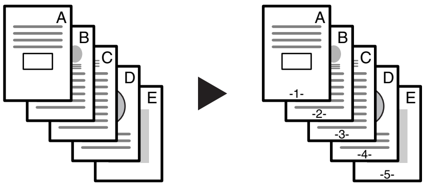
9 Making copies with clean edges
<Border erase modes>
(Page 6-19)



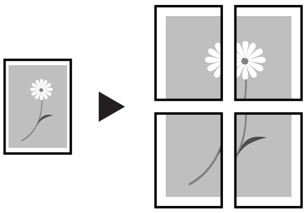
10 Fitting the image of either two or four originals onto a single copy page
<Combine/Merge Copy modes>
(Page 6-21)



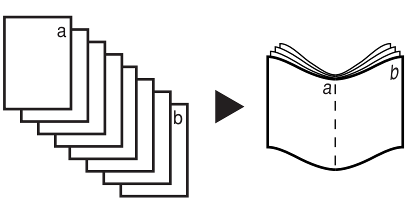
11 Printing page numbers on the copies
<Print page numbers mode>
(Page 6-23)


A
B
C
D
E
A
B
C
D
E
-1-
-2-
-3-
-4-
-5-

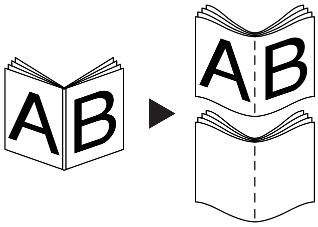
12 Enlarging the image and printing it out onto multiple sheets
<Poster mode> (Page 6-27)



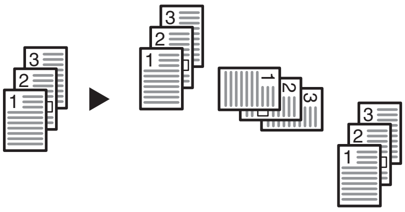
13 Making booklets from sheet originals **<Booklet/Stitching mode>** (Page 6-29)



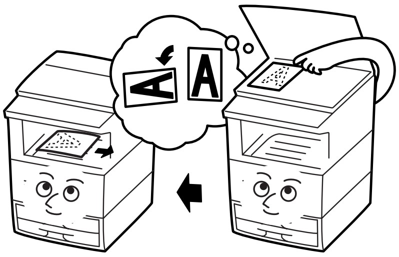
14 Making booklets from book originals **<Book to Booklet mode>** (Page 6-32)



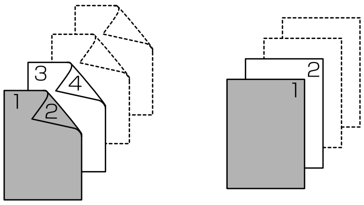
15 Automatic sorting of copy sets without the Document Finisher **<Sort/Finished mode>** (Page 6-35)


3
2
1
3
2
1
1
2
3
3
2
1

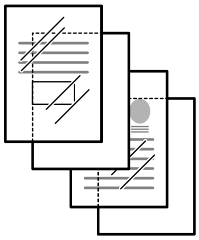
16 Automatic rotation of the copy image **<Auto rotation function>** (Page 6-37)



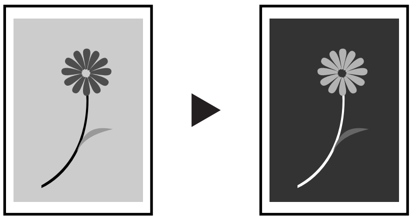
17 Adding a front and/or back cover to your copy sets **<Cover mode>** (Page 6-38)



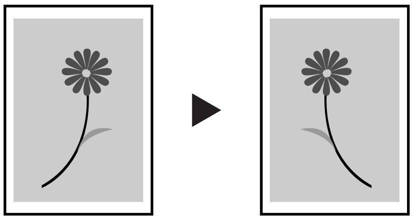
18 Feeding paper as a backing sheet for OHP transparencies **<Transparency + backing sheet mode>** (Page 6-43)



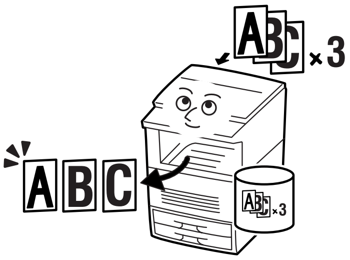
19 Inverting black and white AND colors **<Invert mode>** (Page 6-45)



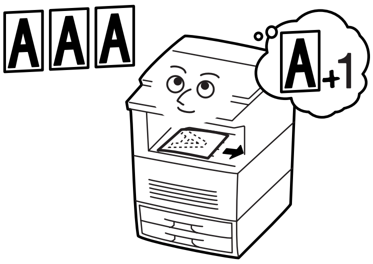
20 Making mirror image copies **<Mirror image mode>** (Page 6-46)



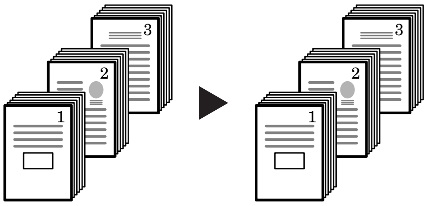
21 Making a test copy prior to large volume copying **<Proof mode>** (Page 6-47)


ABC ×3
ABC
ABC ×3

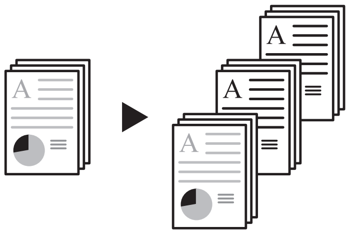
22 Making more of the same copies after a copy job is finished **<Repeat copy mode>** (Page 6-49)



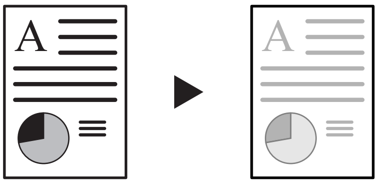
23 Copying a large volume of originals in one operation **<Batch scanning mode>** (Page 6-53)



24 Making both color AND black & white copies at the same time **<Color/BW selection mode>** (Page 6-54)

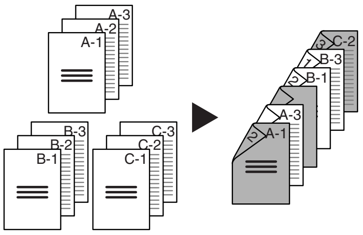


25 Saving on toner use **<Eco print mode>** (Page 6-57)



26 Memorizing frequently used settings **<Program function>** (Page 6-60)

27 Easily add covers and insert sheets between various sets of originals in one operation **<Job build mode>** (Page 6-68)


A-3
A-2
A-1
B-3
B-2
B-1
C-3
C-2
C-1
C-2
B-3
B-1
A-3
A-1

28 Using department codes to control the number of copies made

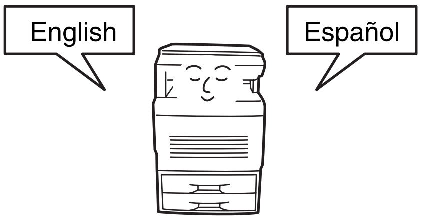
<Copy management mode>

(Page 7-1)

29 Changing the language used in the touch panel

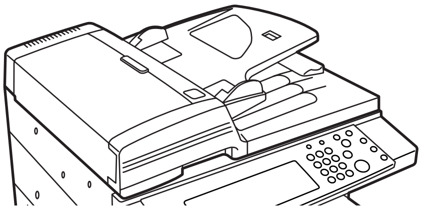
<Language selection function>

(Page 7-111)

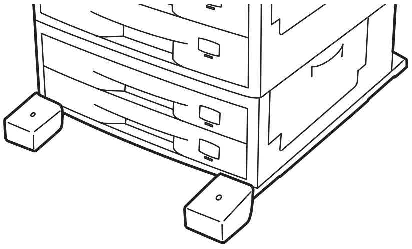


30 A full range of optional equipment is available

- Document Processor (Page 8-1)



- Paper Feeder (Page 8-6)



* To prevent the copier from tipping over because of weight in the copier and the upper paper drawers[cassettes], the caster kit must be installed at the bottom-most Paper Feeder, when an optional Paper Feeder is installed with the copier.

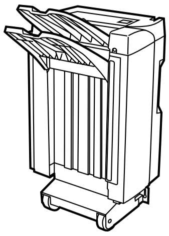
⚠ CAUTION

To prevent the possibility of accidents due to tilting the copier body, always turn the desk’s stopper bolts until they make firm contact with the floor during initial installation or whenever the machine is moved.

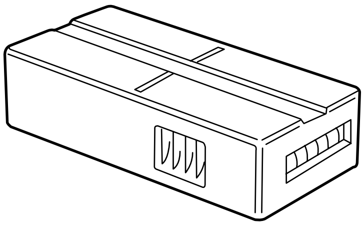
⚠ CAUTION

To prevent the copier from tipping over, the optional caster kit must be installed when the copier is installed with an optional Paper Feeder.

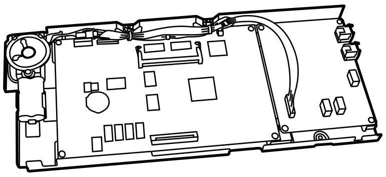
- Document Finisher (Page 8-6)



- Key Counter (Page 8-13



- Fax Kit (Page 8-13



We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program.

About the International Energy Star Program

International Energy Star Program has as its basic goals the promotion of efficient energy use and the reduction of the environmental pollution that accompanies energy consumption by promoting the manufacture and sale of products that fulfill program standards.

International Energy Star Program standards require that copiers come equipped with a “Low Power Mode” where energy consumption is reduced after a certain amount of time elapses since the device was last used, as well as an “Off Mode” where the device automatically turns itself off after there is no activity within a set amount of time. When the copier includes printer and fax functions, the printer and fax must enter a “Low Power Mode” where power consumption is automatically reduced after a certain amount of time elapses since they were last used, and they must also support a “Sleep Mode” where power consumption is reduced to a minimum when there is no activity within a set amount of time.
This product is equipped with the following features as a result of its compliance with International Energy Star Program standards.

Low Power Mode

The device automatically enters “Low Power Mode” when 15 minutes have passed since the device was last used. The amount of time of no activity that must pass before “Low Power Mode” is activated may be lengthened. See “**Energy-saving Low power mode**” for more information.

Off Mode

The device automatically enters “Off Mode” when 60 minutes have passed since the device was last used. The amount of time of no activity that must pass before “Off Mode” is activated may be lengthened. For more information see “**Auto sleep function**”.

Sleep Mode (If the copier has printer and/or facsimile function)

The device automatically enters “Sleep Mode” when 60 minutes have passed since the device was last used. The amount of time of no activity that must pass before “Sleep Mode” is activated may be lengthened. For more information see “**Auto sleep function**”.

Automatic 2-Sided Copy Function

The Energy Star Program encourages the use of 2-sided copying which reduces the load on the environment and this device includes 2-sided copying as a standard function. For example, by copying two 1-sided originals onto a single sheet of paper as a 2-sided copy, it is possible to lower the amount of paper used.
For more information see “**Making 2-sided copies from various types of originals [2-sided copy modes]**”.

Automatic 2-Sided Copy Function

The Energy Star Program encourages the use of 2-sided copying which reduces the load on the environment. Your sales or service representative can provide information about adding 2-sided copying capabilities to this device.

Paper Recycling

The Energy Star Program encourages the use of environmentally friendly recycled paper. Your sales or service representative can provide information about recommended paper types.

Please read this Operation Guide before using the copier. Keep it close to the copier for easy reference.

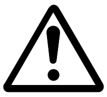
The sections of this guide and parts of the copier marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the copier. The symbols and their meanings are indicated below.

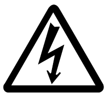
DANGER: Indicates that serious injury or even death will very possibly result from insufficient attention to or incorrect compliance with the related points.

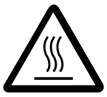
WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

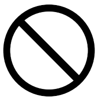
Symbols
The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

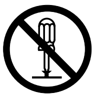

..........[General warning]


..........[Warning of danger of electrical shock]

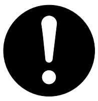

..........[Warning of high temperature]

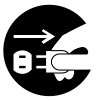
The ⊘ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

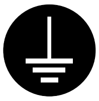

..........[Warning of prohibited action]


..........[Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.


..........[Alert of required action]


..........[Remove the power plug from the outlet]


..........[Always connect the copier to an outlet with a ground connection]

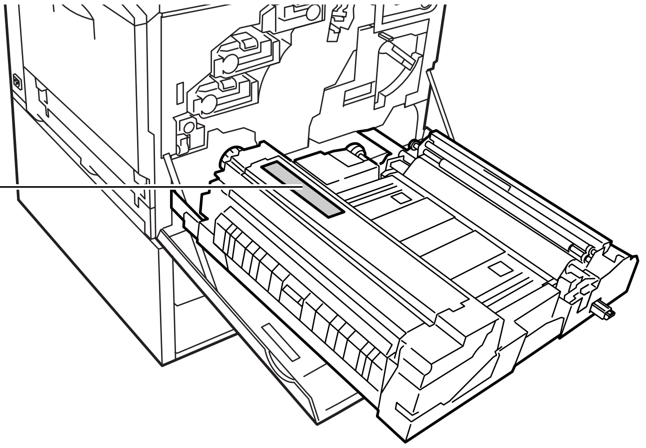
Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing. (fee required)

<Note>
An original which resembles a bank note closely may not be copied properly in some rare cases because this copier is equipped with a counterfeiting prevention function.

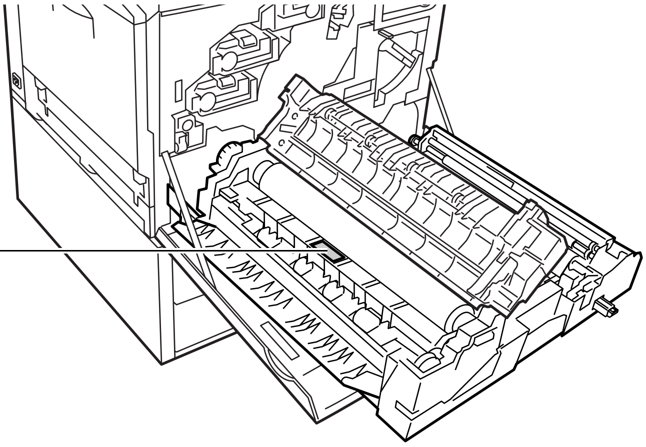
Section 1 IMPORTANT! PLEASE READ FIRST.

⚠ CAUTION LABELS

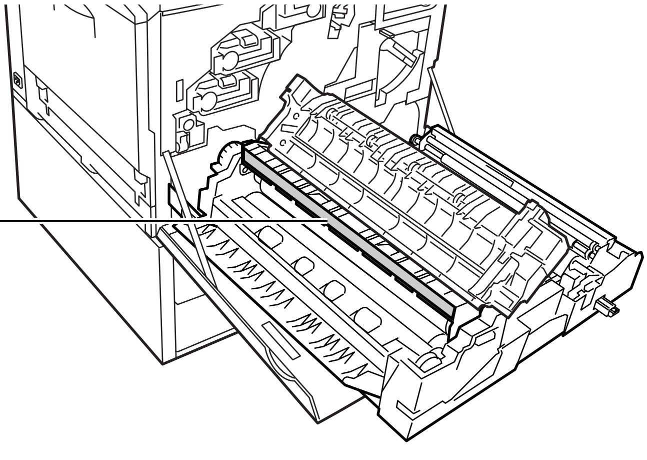
Caution labels have been attached to the copier at the following locations for safety purposes.
BE SUFFICIENTLY CAREFUL to avoid fire or electric shock when removing a paper jam or when replacing toner.



Label 1
High temperature inside.
Do not touch parts in this area, because there is a danger of getting burned. ....



Label 2
High temperature inside.
Do not touch parts in this area, because there is a danger of getting burned. ....



Label 3
High temperature inside.
Do not touch parts in this area, because there is a danger of getting burned. ....

NOTE: DO NOT remove these labels.

INSTALLATION PRECAUTIONS

Environment

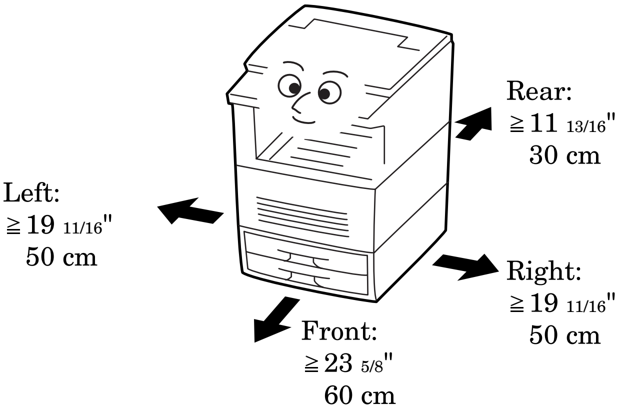
CAUTION

Avoid placing the copier on or in locations which are unstable or not level. Such locations may cause the copier to fall down or fall over. This type of situation presents a danger of personal injury or damage to the copier. ....

Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock. ....

Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire.

To keep the copier cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the vents, to allow air to be properly ventilated out of the copier. ....



Other precautions
Adverse environmental conditions may affect the safe operation and performance of the copier. Install in an air-conditioned room (recommended room temperature: around 68°F (20°C), humidity: around 65%) and avoid the following locations when selecting a site for the copier.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

If the floor is delicate against casters, when this product is moved after installation, the floor material may be damaged.

To prevent the possibility of accidents due to tilting the copier body, always turn the desk's stopper bolts until they make firm contact with the floor during initial installation or whenever the machine is moved.

To prevent the copier from tipping over, the optional caster kit must be installed when the copier is installed with an optional Paper Feeder.

During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the copier is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

Power supply/Grounding the copier

WARNING

DO NOT use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock. ....

Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock. ....

Always connect the copier to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative.............

Other precautions
Connect the power plug to the closest outlet possible to the copier.

The power supply cord is used as the main disconnect device. Ensure that the socket/outlet is located/installed near the equipment and is easily accessible.

Handling of plastic bags

WARNING

Keep the plastic bags that are used with the copier away from children. The plastic may cling to their nose and mouth causing suffocation...

PRECAUTIONS FOR USE

Cautions when using the copier

WARNING

DO NOT place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the copier. This kind of situation presents a danger of fire or electrical shock should they fall inside.........

DO NOT remove any of the covers from the copier as there is a danger of electrical shock from high voltage parts inside the copier.....

DO NOT damage, break or attempt to repair the power cord. DO NOT place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage.
These types of situations present a danger of fire or electrical shock. ....

NEVER attempt to repair or disassemble the copier or its parts as there is a danger of fire, electrical shock or damage to the laser. If the laser beam escapes, there is a danger of it causing blindness. ....

If the copier becomes excessively hot, smoke appears from the copier, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the power switch OFF (○) immediately, BE ABSOLUTELY CERTAIN to remove the power plug from the outlet and then contact your service representative. ....

If anything harmful (paper clips, water, other fluids, etc.) falls into the copier, turn the power switch OFF (○) immediately. Next, BE ABSOLUTELY CERTAIN to remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative. ...

DO NOT remove or connect the power plug with wet hands, as there is a danger of electrical shock. ....

ALWAYS contact your service representative for maintenance or repair of internal parts. ....

CAUTION

DO NOT pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (ALWAYS grasp the power plug when removing the power cord from the outlet.) ....

ALWAYS remove the power plug from the outlet when moving the copier. If the power cord is damaged, there is a danger of fire or electrical shock. ....

If the copier will not be used for a short period of time (overnight, etc.), turn the power switch OFF (○).
If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the copier is not in use. ......

ALWAYS hold the designated parts only when lifting or moving the copier. ....

For safety purposes, ALWAYS remove the power plug from the outlet when performing cleaning operations. ....

If dust accumulates within the copier, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the copier. ....

Other precautions

DO NOT place heavy objects on the copier or cause other damage to the copier.

DO NOT open the front cover, turn off the power switch, or pull out the power plug during copying.

When lifting or moving the copier, contact your service representative.

Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.

DO NOT attempt to perform any operations not explained in this handbook.

Do not open any cover or turn the power off while the motor inside can be heard regardless of the condition of the copier.

CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.

This product engages a cooling fan in order to cool off internal parts even after the power switch is turned OFF. In order to maintain its cooling effect, do not remove the power plug from the outlet or disconnect the power to the outlet itself.

* Removing the power plug from the outlet will cause the cooling fan to stop and may result in internal damage to the machine due to heat.

* If you are not going to use this product for a prolonged period of time, turn the power switch OFF and then wait about 30 minutes before removing the power plug from the outlet.

DO NOT attempt to move the copier while the power is still ON; Since any resulting shock or vibration may cause damage to the hard disk, be sure to turn off the power BEFORE attempting to move the copier.

Cautions when handling consumables

CAUTION

DO NOT attempt to incinerate the toner containers or the waste toner box. Dangerous sparks may cause burns. ....

Keep the toner containers and the waste toner box out of the reach of children. ....

If toner happens to spill from the toner containers or the waste toner box, avoid inhalation and ingestion, as well as contact with your eyes and skin. ....

- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
- If you do happen to ingest toner, rinse your mouth out with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- If toner does happen to get on your skin, wash with soap and water.

DO NOT attempt to force open or destroy the toner containers or the waste toner box.

Other precautions

After use, ALWAYS dispose of the toner containers and the waste toner box in accordance with Federal, State and Local rules and regulations.

Store all consumables in a cool, dark location.

If you will not be using the copier for a prolonged period of time, remove all paper from the drawer(s)[cassette(s)] and the MP tray and seal in its original packaging.

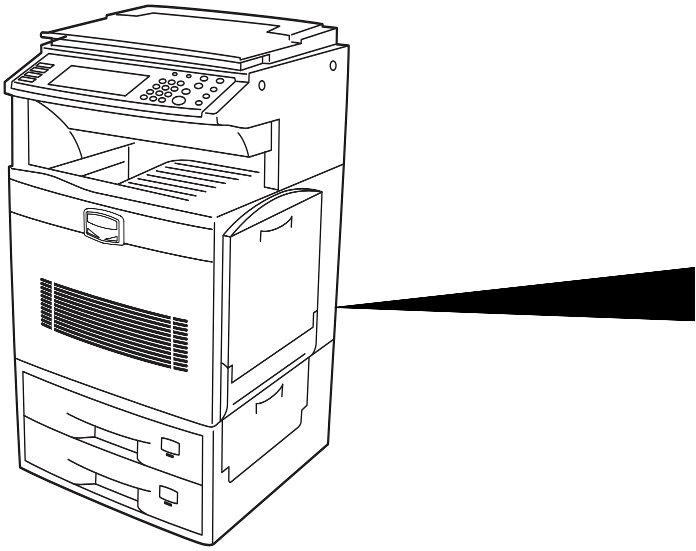
SAFETY OF LASER BEAM

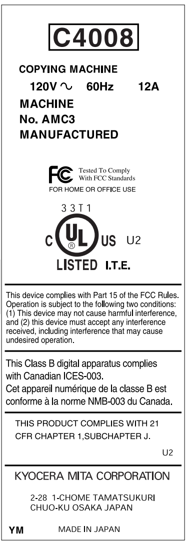
1. Safety of laser beam

This copier has been certified by the manufacturer to Class 1 level under the radiation performance standards established by the U.S.DHHS (Department of Health and Human Services) in 1968. This indicates that the product is safe to use during normal operation and maintenance. The laser optical system, enclosed in a protective housing and sealed within the external covers, never permits the laser beam to escape.

2. The CDRH Act

A laser-product-related act was implemented on Aug. 2, 1976, by the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration (FDA). This act prohibits the sale of laser products in the U.S. without certification, and applies to laser products manufactured after Aug. 1, 1976. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States. On this copier, the label is on the right.





C4008

COPYING MACHINE
120V ∿ 60Hz 12A
MACHINE
No. AMC3
MANUFACTURED

Tested To Comply
With FCC Standards
FOR HOME OR OFFICE USE

33T1
C US U2
LISTED I.T.E.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This Class B digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

THIS PRODUCT COMPLIES WITH 21 CFR CHAPTER 1,SUBCHAPTER J.

U2

KYOCERA MITA CORPORATION

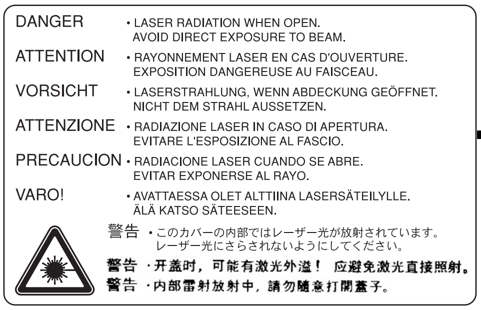
2-28 1-CHOME TAMATSUKURI
CHUO-KU OSAKA JAPAN

YM MADE IN JAPAN

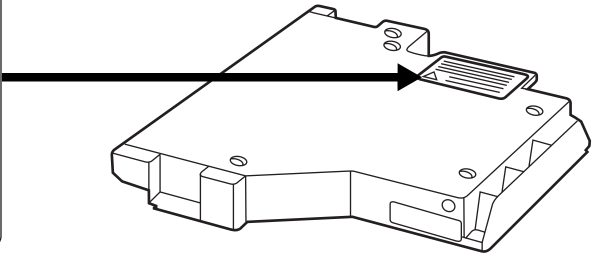
3. Optical unit

When checking the optical unit, avoid direct exposure to the laser beam, which is invisible.

Shown at left is the label located on the cover of the optical unit.



DANGER	• LASER RADIATION WHEN OPEN. AVOID DIRECT EXPOSURE TO BEAM.
ATTENTION	• RAYONNEMENT LASER EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
VORSICHT	• LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE	• RADIAZIONE LASER IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
PRECAUCION	• RADIACIONE LASER CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
VARO!	• AVATTAESSA OLET ALTTIINA LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.
警告	・このカバーの内部ではレーザー光が放射されています。 レーザー光にさらされないようにしてください。
警告	·开盖时，可能有激光外溢！ 应避免激光直接照射。
警告	·内部雷射放射中，請勿隨意打開蓋子。



4. Maintenance

For safety of the service personnel, follow the maintenance instructions in the other section of this manual.

5. Safety switch

The power to the laser unit is cut off when the front cover is opened.

CAUTION!

The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

ATTENTION!

Le débranchement de la fiche secteur est le seul moyen de mettre l’appareil hors tension. Les interrupteurs sur l’appareil ne sont que des interrupteurs de fonctionnement : ils ne mettent pas l’appareil hors tension.

WARNING

Hg THE LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

NEW C4008 MULTIFUNCTIONAL PRODUCT LIMITED WARRANTY

1. Kyocera Mita America, Inc. and Kyocera Mita Canada, Ltd. (both referred to as “Kyocera”) warrant the Customer’s new Multifunctional Product (referred to as “MFP”) and the new accessories installed with the initial installation of the MFP, against any defects in material and workmanship for a period of one (1) year from date of installation by an Authorized Kyocera Dealer, or 500,000 copies/prints, whichever first occurs. In the event the MFP or an accessory is found to be defective within the warranty period, Kyocera’s only obligation and the Customer’s exclusive remedy shall be replacement of any defective parts. It is understood that Kyocera shall have no obligation to furnish labor.

2. This warranty is valid only as to the original retail purchaser (referred to as the “Customer”) of a new Kyocera MFP in the United States of America, or Canada based upon the country of purchase.

3. In order to obtain performance of this warranty, the Customer must immediately notify the Authorized Kyocera Dealer from whom the product was purchased. If the Kyocera Dealer is not able to provide service, write to Kyocera at the address below for the name and address of the Authorized Kyocera Dealer in your area or check Kyocera’s website at www.kyoceramita.com.

4. This warranty does not cover color MFP or accessories: (a) which have become damaged due to operator negligence, misuse, accidents, improper storage or unusual physical or electrical stress, (b) which have used parts or supplies which are not genuine Kyocera brand parts or supplies, (c) which have been serviced by a technician not employed by Kyocera or an Authorized Kyocera Dealer, or (d) which have had the serial number modified, altered, or removed.

5. This warranty does not cover Maintenance Kits, the components of Maintenance Kits, or Photoconductor Drums. Kyocera Manitenance Kits and Photoconductor Drums have separate warranties.

6. This warranty gives the Customer specific legal rights. The Customer may also have other rights, which vary from state to state, or province to province. Neither the seller, nor any other person is authorized to extend the time period, or expand this warranty on behalf of Kyocera.

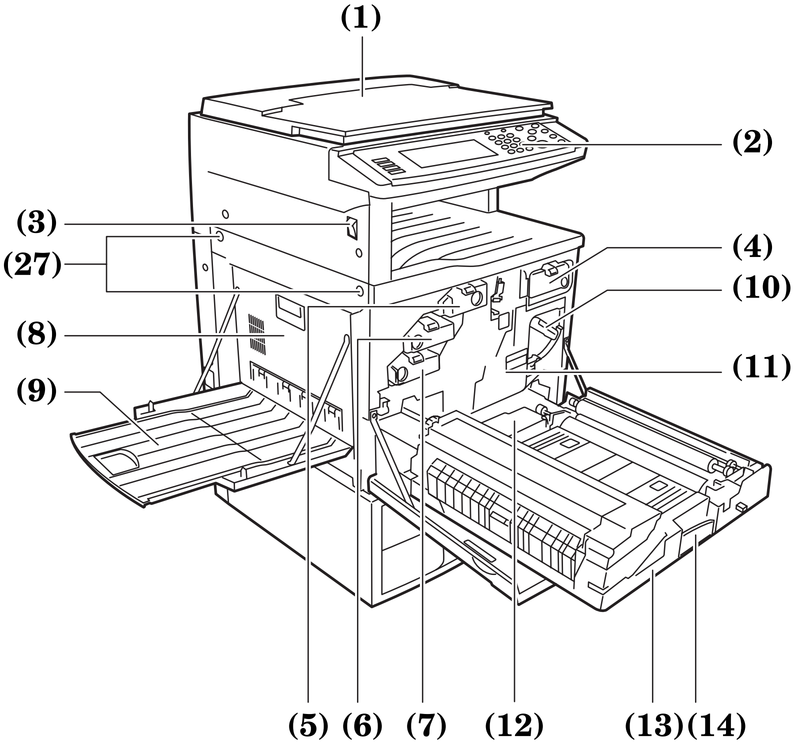
7. THIS WARRANTY IS MADE IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, AND KYOCERA SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THIS WARRANTY SHALL NOT EXTEND TO, AND KYOCERA SHALL NOT BE LIABLE FOR, ANY INCIDENTAL OR CONSEQUENTAL DAMAGES WHICH MAY ARISE OUT OF THE USE, OR INABILITY TO USE, THE MFP.

KYOCERA MITA AMERICA, INC.
Headquarters:
225 Sand Road,
Fairfield, New Jersey 07004-0008

KYOCERA MITA CANADA, LTD.
6120 Kestrel Road, Mississauga,
Ontario L5T 1S8, Canada

Section 2 NAMES OF PARTS

Main body



(1) Original cover <optional>
Open/close this cover when you are setting the original on the platen.

(2) Operation panel
Perform copy operations here.

(3) Power switch
Turn this switch ON (|) before copying.

(4) Toner container (black)

(5) Toner container (yellow)

(6) Toner container (magenta)

(7) Toner container (cyan)

(8) Left cover
Open this cover if a paper misfeed occurs inside the copier.

(9) Left tray
Finished copies can be ejected and stored on this tray.

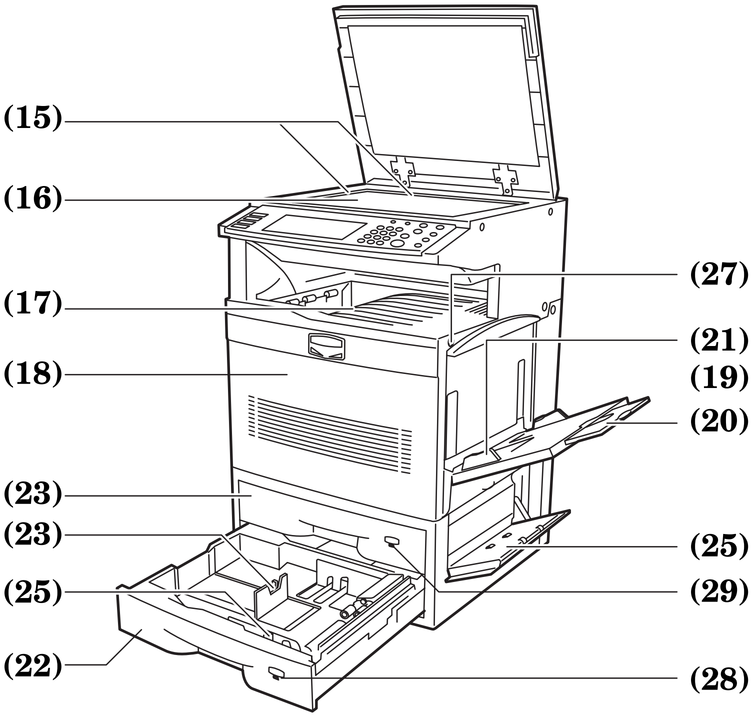
(10) Transfer unit release lever
Operate this lever if a paper misfeed occurs inside the copier.

(11) Transfer unit

(12) Waste toner box

(13) Paper conveyor

(14) Paper conveyor release lever
Operate this lever if a paper misfeed occurs inside the copier.



(15) Original size indicator plate
Be sure to align the original with this plate when setting an original on the platen.

(16) Platen
Set originals here for copying. Lay originals face-down and align them with the upper left corner of the platen (towards the left-rear portion of the copier).

(17) Top tray
Finished copies can be ejected and stored on this tray.

(18) Front cover
Open this cover if a paper misfeed occurs inside the copier, when you need to replace a toner container, the waste toner box, as well as during cleaning operations.

(19) MP tray

(20) MP extension
Pull out this extension when copying onto 8 1/2" × 11" [A4R] size paper or larger.

(21) Insert guides
Align these guides to fit the width of the paper that is to be set on the MP tray.

(22) Drawer[Cassette] No.2
This drawer[cassette] has a storage capacity of 500 sheets of copy paper.

(23) Duplex Unit
This unit allows you to make duplex [2-sided] copies.

(24) Paper length guide release levers
Pinch these levers and adjust the guide plate to fit the length of the paper that is to be loaded in that drawer[cassette].

(25) Paper width guide release levers
Pinch these levers and adjust the guide plates to fit the width of the paper that is to be loaded in that drawer[cassette].

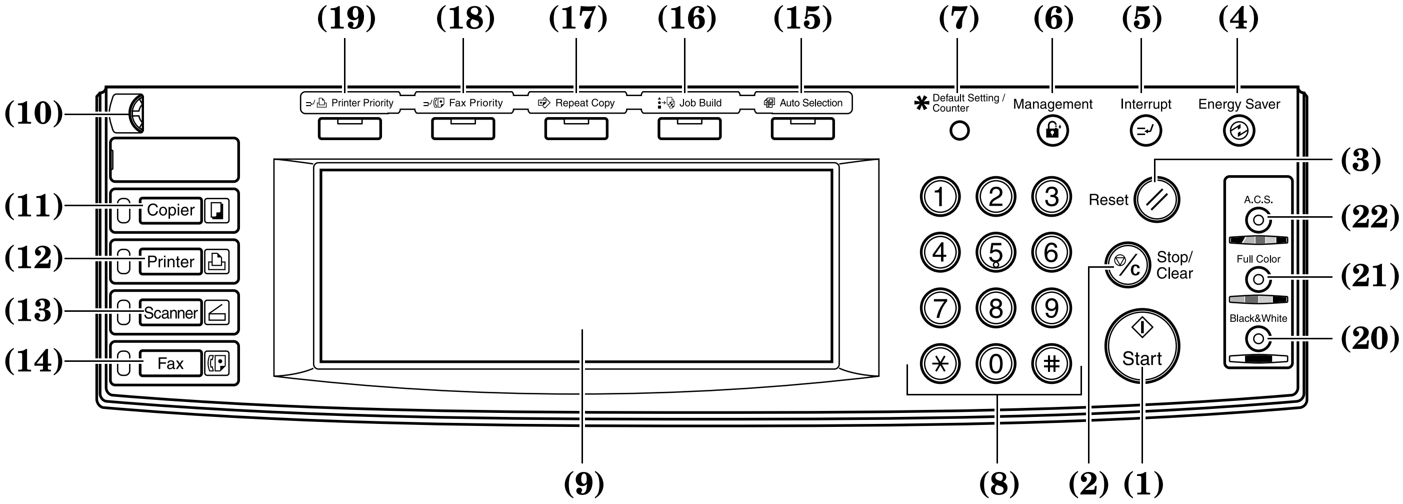
(26) Right side drawer[cassette] cover
Open this cover if a paper misfeed occurs inside the copier.

(27) Handles for transport
Pull these bars out - there are two on both the left and right sides of the copier - in order to use them as handles.

(28) Paper size indicator
This indicator will remain out until the corresponding drawer[cassette] has been selected. Once the drawer[cassette] is selected, the indicator will light when there is paper loaded in that drawer[cassette], and it will blink when the drawer[cassette] is empty or when a paper jam has occurred in that drawer[cassette].

(29) Duplex Unit indicator
This indicator will light when any one of the 2-sided copy modes is selected, and it will blink if a paper jam has occurred in the Duplex Unit. The indicator will remain out as long as the 2-sided copy modes are not in use.

Operation panel



(1) [Start] key & indicator lamp
Press this key when the lamp in that key is lit green and you want to start copying.

(2) [Stop/Clear] key
Press this key when you want to stop copying or change the number of copies to be made.

(3) [Reset] key
Press this key to reset all functions to their initial mode settings. (See "**Initial mode (at the end of warm-up or when the [Reset] key is pressed)**" on page 2-5.)

(4) [Energy Saver] key & indicator lamp
Press this key when you want to turn the energy-saving Low power mode ON. Press the same key again to turn the Low power mode OFF. (See page 6-86.)

(5) [Interrupt] key & indicator lamp
Press this key to light the lamp in that key when you want to perform interrupt copying. (See page 6-5.)

(6) [Management] key
When copy management is turned ON, press this key after copying in order to return to the department ID-code entry display. (See page 7-1.)

(7) [Default Setting/Counter] key
Press this key when you want to access default settings as well as those related to copy management, etc.

(8) Keypad
Use these keys when you want to set the number of copies to be made or enter other values.

(9) Touch panel
This panel displays such information as operation procedures, machine status, and the various function keys.

(10) Brightness adjustment control dial
Turn this dial when you want to adjust the brightness of the touch panel.

(11) [Copier] key, lamp & indicator
Press this key to light the indicator to the right of the key when you want to use the copier functions of this machine.

(12) [Printer] key, lamp & indicator
Press this key when you want to use the printer functions of this machine. The indicator to the right of the key will light when the machine is in the printer operation mode. The lamp to the left of the key will either light green or orange, or will flash one of those colors, depending upon the status of the machine.
(See page 9-4.)

(13) [Scanner] key, lamp & indicator
Press this key when you want to use the scanner functions of this machine. The indicator to the right of the key will light when the machine is in the scanner operation mode. The lamp to the left of the key will either light green or orange, or will flash one of those colors, depending upon the status of the machine.
(See page 9-4.)

(14) [Fax] key, lamp & indicator
Press this key when you want to use the optional fax functions of this machine. The indicator to the right of the key will light when the machine is in the fax operation mode. The lamp to the left of the key will either light or flash green, depending upon the status of the machine.

(15) [Auto Selection] key & indicator lamp
Press this key to light the lamp in that key when you want to use the auto selection mode. The optional Document Processor must be installed in your copier in order to use this mode.
(See page 8-4.)

(16) [Job Build] key & indicator lamp
Press this key to light the lamp in that key when you want to use the job build mode. (See page 6-86.)

(17) [Repeat Copy] key & indicator lamp
Press this key to light the lamp in that key when you want to use the repeat copy mode. (See page 6-49.)

(18) [Fax Priority] key & indicator lamp
Press this key when you want to use the fax priority printout function. The lamp in that key will light when fax priority printout is selected. The optional Fax Kit must be installed in your copier in order to use this mode. Refer to the Operation Guide for the optional Fax Kit for more detailed information.

(19) [Printer Priority] key & indicator lamp
Press this key when you want to use the printer priority printout function. The lamp in that key will light when printer priority printout is selected.

(20) [Black & White] key & indicator lamp
Press this key when you want to make monochrome [B/W] copies. (See page 4-1.)

(21) [Full Color] key & indicator lamp
Press this key when you want to make full color copies. (See page 4-1.)

(22) [A.C.S.] key & indicator lamp
Press this key when you want the copier to automatically make full color copies from color originals, and black and white copies from monochrome [B/W] originals. (See page 4-1.)

Initial mode (at the end of warm-up or when the [Reset] key is pressed)

In the default settings prepared at the factory, paper of the same size as the original is selected automatically and the copy magnification ratio is set to “100%” [1:1] (under the auto paper selection mode), the number of copies to be made is set to “1” and the image quality is set to the text+photo mode.

NOTES
- The default settings for the initial mode can be changed using the corresponding “copy default settings” procedure.
- It is possible for you to change the default setting for the copy exposure in the initial mode from the “manual exposure mode” to the “auto exposure mode”. (See “**Exposure mode**” on page 7-68.)

Auto clear function

Once a designated amount of time has passed after copying stops (between 10 and 270 seconds), the auto clear function will automatically engage and the copier will return to the same settings as those after warm up (initial mode settings). (However, the copy exposure mode and the image quality mode will not change.) Copies can continually be made using the same settings (copy mode, number of copies and exposure mode) if the next batch of copying is started before the auto clear function engages.

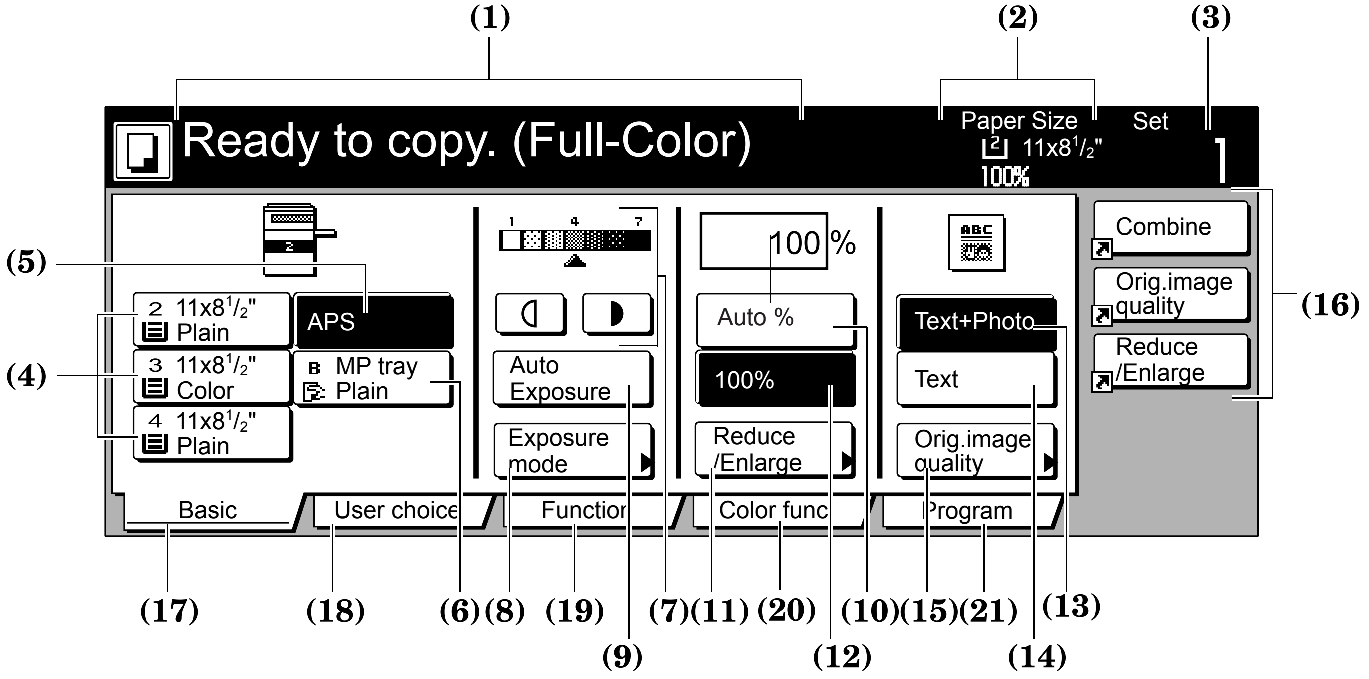
Automatic drawer[cassette] switching function

If two drawers[cassettes] contain the same size of paper in the same orientation and the paper in one drawer[cassette] runs out during copying, the automatic drawer[cassette] switching function will switch paper feed from the empty drawer[cassette] to the other drawer[cassette] that still contains paper.
It is also possible to designate which drawers[cassettes] will hold the same size and type of paper for automatic switching.

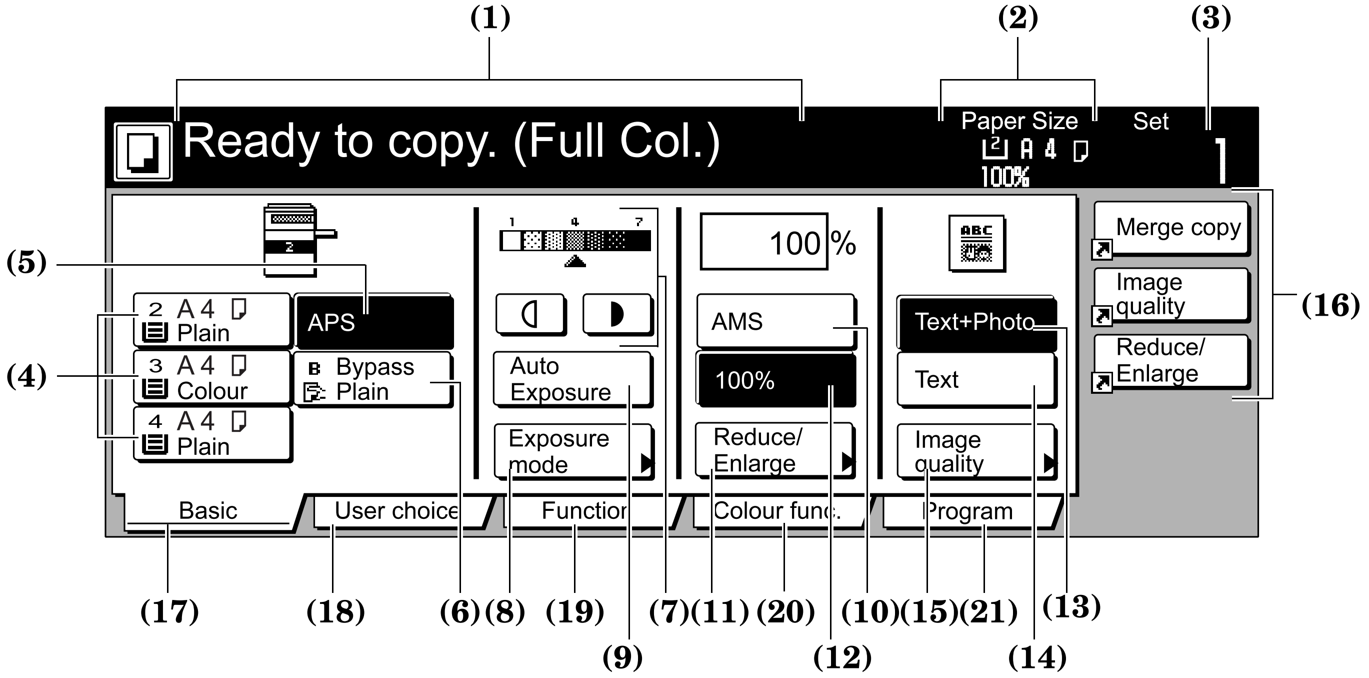
NOTE
The automatic drawer[cassette] switching function can be turned OFF. (See “**Auto drawer[cassette] switching ON/OFF**” on page 7-45.)

Touch panel

Inch specifications


(1)
(2)
(3)
Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
(5)
(4)
2 11x8½" Plain
3 11x8½" Color
4 11x8½" Plain
APS
B MP tray Plain
Auto Exposure
Exposure mode
100 %
Auto %
100%
Reduce /Enlarge
Text+Photo
Text
Orig.image quality
Combine
Orig.image quality
Reduce /Enlarge
(16)
Basic
User choice
Function
Color func
Program
(17)
(18)
(6)
(8)
(19)
(7)
(11)
(20)
(10)
(15)
(21)
(13)
(9)
(12)
(14)

Metric specifications


(1)
(2)
(3)
Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
(5)
(4)
2 A4 Plain
3 A4 Colour
4 A4 Plain
APS
B Bypass Plain
Auto Exposure
Exposure mode
100 %
AMS
100%
Reduce/ Enlarge
Text+Photo
Text
Image quality
Merge copy
Image quality
Reduce/ Enlarge
(16)
Basic
User choice
Function
Colour func.
Program
(17)
(18)
(6)
(8)
(19)
(7)
(11)
(20)
(10)
(15)
(21)
(13)
(9)
(12)
(14)

NOTE
Keys related to operational procedures which appear on the touch panel with their name displayed are indicated in this Operation Guide within double quotation marks. (Ex.: Press the “xxx” key.)

(1) **This area displays messages on the machine’s status and on operational procedures.**

(2) **This area displays information on the size of paper in the drawer[cassette] and the current copy magnification ratio.**

(3) **This area displays the current number of copies to be made.**

(4) **Paper size keys (Remaining paper volume icons)**
Press these keys when you want to change the currently selected drawer[cassette] in order to change the size of paper that will be used. The drawer[cassette] that holds the currently selected paper size and type of paper will be highlighted.
Drawer[Cassette] No. 3 and drawer[cassette] No. 4 will be displayed when the optional Paper Feeder is installed on your copier.

(5) **“APS” key**
Press this key until it is highlighted when you want to have the paper size selected automatically. (See page 4-2.)

(6) **“MP tray” key**
Press this key when you want to copy onto paper that is set on the MP tray. The type of paper registered for use on the MP tray will be indicated in the key.

(7) **Copy exposure adjustment keys / Copy exposure scale**
Press the appropriate key when you want to manually adjust the copy exposure. The copy exposure scale will indicate the currently selected setting. (See page 4-3.)

(8) **“Exposure mode” key**
Press this key when you want to access the “Exposure mode” screen.

(9) **“Auto Exposure” key**
Press this key until it is highlighted when you want to select the auto exposure mode. When making monochrome [B/W] copies in the auto exposure mode, the contrast of the original will be detected and the most suitable exposure level selected automatically. When making full color copies in this mode, the copier will automatically perform the corresponding background exposure adjustment. (See page 4-3.)

(10) **“Auto %” key**
Press this key until it is highlighted when you want to have the copy magnification ratio selected automatically.
(See page 6-1.)

(11) **“Reduce/Enlarge” key**
Press this key when you want to manually change the copy magnification ratio. (See page 6-2.)

(12) **“100%” (same size) key**
Press this key when you want to copy the original image at its actual size “100%”.

(13) **“Text+Photo” key**
Press this key when you want to copy originals that contain a mixture of both text and photographs.

(14) **“Text” key**
Press this key when you want to copy originals that contain large amounts of text, such as documents, etc.

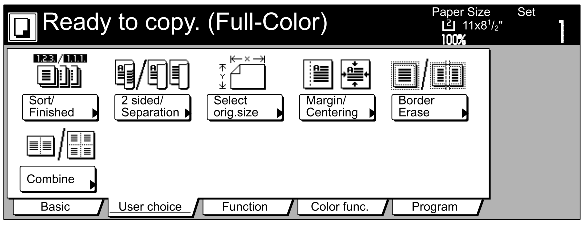
(15) **“Orig.image quality” [“Image quality”] key**
Press this key when you want to access the “Orig.image quality” [“Image quality orig.”] screen. (See page 4-4.)

(16) **Registration keys**
Press the appropriate key when you want to access the corresponding function or mode. Any function or mode in the “Function” tab can be registered to be displayed as one of the registration keys. (See page 6-64.)

(17) **“Basic” tab**
Press this tab when you want to return the display to the contents of the “Basic” tab.

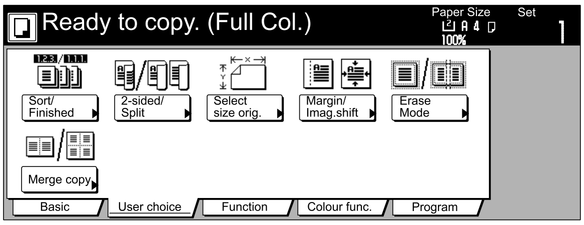
(18) **“User choice” tab**
Press this tab when you want to display the contents of the “User choice” tab.

Inch specifications



Ready to copy. (Full-Color)

Metric specifications

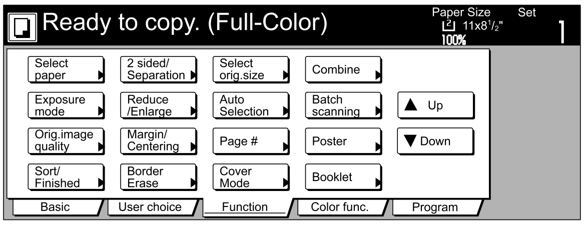


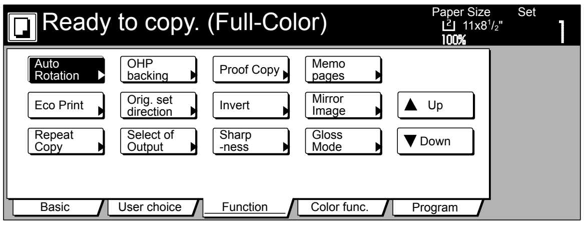
Ready to copy. (Full Col.)

(19) "Function" tab

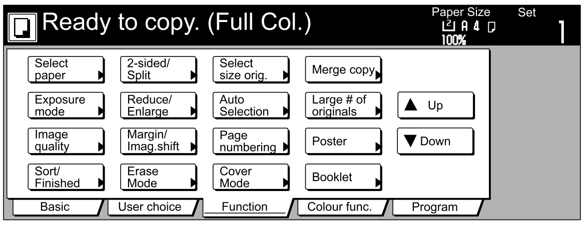
Press this tab when you want to display the contents of the "Function" tab.

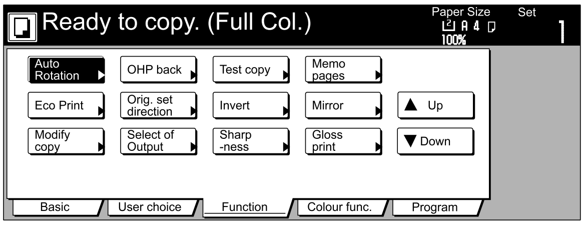
Inch specifications


Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
▲ Up
Orig.image quality
Margin/ Centering
Page #
Poster
▼ Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program


Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Auto Rotation
OHP backing
Proof Copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror Image
▲ Up
Repeat Copy
Select of Output
Sharp -ness
Gloss Mode
▼ Down
Basic
User choice
Function
Color func.
Program

Metric specifications

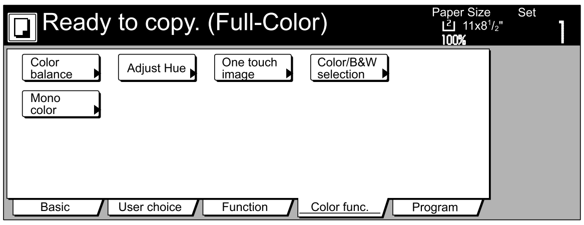

Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
▲ Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
▼ Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program


Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Auto Rotation
OHP back
Test copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror
▲ Up
Modify copy
Select of Output
Sharp -ness
Gloss print
▼ Down
Basic
User choice
Function
Colour func.
Program

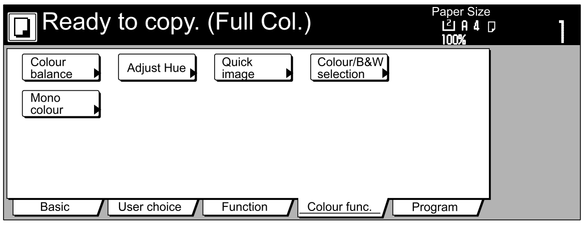
(20) "Color func." ["Colour func."] tab

Press this tab when you want to display the contents of the "Color func." ["Colour func."] tab.

Inch specifications


Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Color balance
Adjust Hue
One touch image
Color/B&W selection
Mono color
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
A4
100%
1
Colour balance
Adjust Hue
Quick image
Colour/B&W selection
Mono colour
Basic
User choice
Function
Colour func.
Program

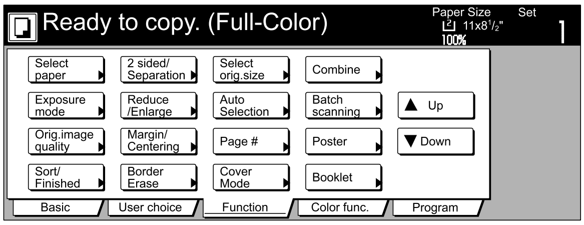
(21) "Program" tab

Press this tab when you want to register the currently selected settings as a program, or to delete a previously registered program. (See page 6-60.)

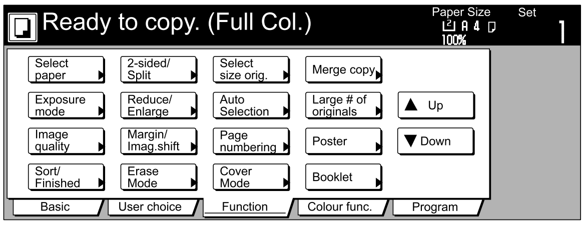
NOTE

If you press any key that has an arrow "▶" in its bottom right corner, the corresponding setting screen will be displayed.

Inch specifications

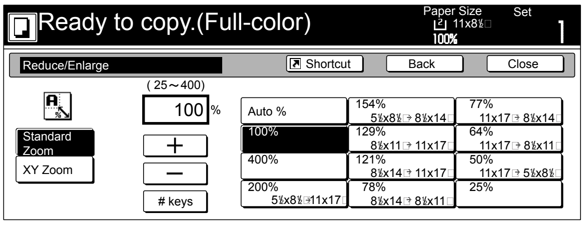

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
▲ Up
Orig.image quality
Margin/ Centering
Page #
Poster
▼ Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications

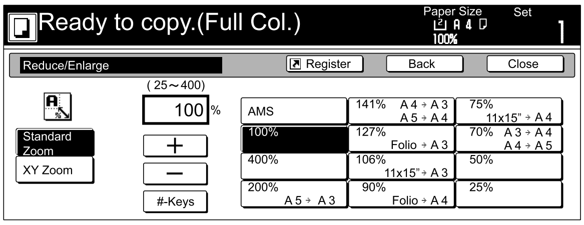

Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
▲ Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
▼ Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

"Register" key
Press this key when you want to register the currently selected function or mode under a registration key. (See page 6-64.)
"Back" key
Press this key when you want to return the settings for the currently selected mode back to their previous values.
"Close" key
Press this key when you want to return to the previous screen.

Inch specifications


Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Reduce/Enlarge
Shortcut
Back
Close
(25～400)
100 %
+
−
# keys
Standard Zoom
XY Zoom
Auto %
100%
400%
200% 5½x8½→11x17
154% 5½x8½→8½x14
129% 8½x11→11x17
121% 8½x14→11x17
78% 8½x14→8½x11
77% 11x17→8½x14
64% 11x17→8½x11
50% 11x17→5½x8½
25%

Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Reduce/Enlarge
Register
Back
Close
(25～400)
100 %
+
−
#-Keys
Standard Zoom
XY Zoom
AMS
100%
400%
200% A5→A3
141% A4→A3 A5→A4
127% Folio→A3
106% 11x15"→A3
90% Folio→A4
75% 11x15"→A4
70% A3→A4 A4→A5
50%
25%

NOTE

You can change or add new keys to those displayed in the “Basic” and the “User choice” tabs by following the “**Customize screen layout (Basic Screen)**” procedure on page 7-95 or the “**Customize screen layout (User Choice)**” procedure on page 7-96, as appropriate.

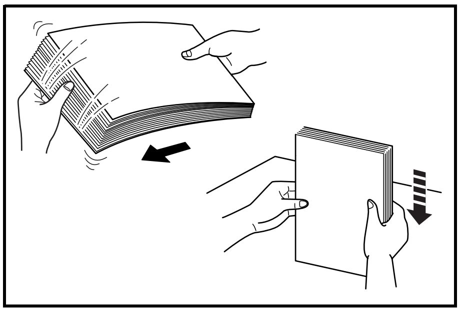
Section 3 PREPARATIONS

Loading paper

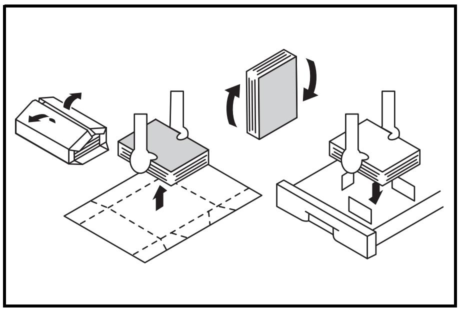
Copy paper can either be loaded into the drawer(s)[cassette(s)] or set on the MP tray.

Note when adding paper

After taking new paper out of its packaging, be sure to fan through them a few times to separate the sheets and use a flat surface to align the leading edges of the paper before loading that paper into a drawer[cassette] or setting it on the MP tray.



Set the paper in the drawer[cassette] with the side that was facing upward when you opened the package facing downward.



IMPORTANT!

- When copying onto used paper (paper which has already been copied onto at least one side), DO NOT use paper that is stapled or clipped together as this can be the cause of damage to the copier and/or create problems in the copy image.
- If you use paper that is curled at all, straighten the paper out before loading it into a drawer[cassette] or setting it on the MP tray, or it can cause a paper jam.

IMPORTANT!

Using special paper

In this copier, the type of paper loaded in each drawer[cassette] and on the MP tray can be specified under "**Paper type (drawer[cassette] No.2 - No.4)**" on page 7-47 and "**Paper size and type**" on page 7-97, respectively.

Among the special paper that can be use with this copier, there is a wide range in paper quality and construction, especially in those types of paper noted below. For that reason, there is a greater possibility of problems occurring during copying with these type of paper. Whenever you do use such special paper as noted here, it is recommended that you first make a test copy and verify the results.

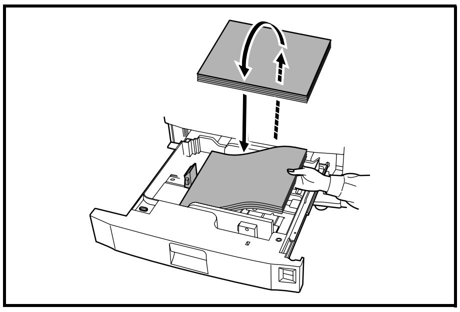
<Special paper for which extra caution is recommended>

- Preprinted
- Labels*1
- Prepunched
- Envelopes*2

*1 When using label sheets, be absolutely certain that there is no possibility that the backing glue will come into contact with any part of the copier, and that none of the labels will come off the sheet during copying. If glue does happen to come into contact with the drum or rollers, or one of the labels comes off inside the copier, it can be the cause of major damage.

*2 The following types of envelopes should never be used:
- Those on which the glue is exposed.
- Those whereby glue will be exposed if the protective paper is removed. (If the paper protecting the glue comes off inside the copier it can be the cause of major damage.)
- Those of special construction.
- Those which have a round tab on the back and are closed with string.
- Those which have an open window.
- Those which have a transparent film window

If copied or printed papers are curled or stacked unevenly, turn the paper in the cassette over.



Loading paper into drawer[cassette]

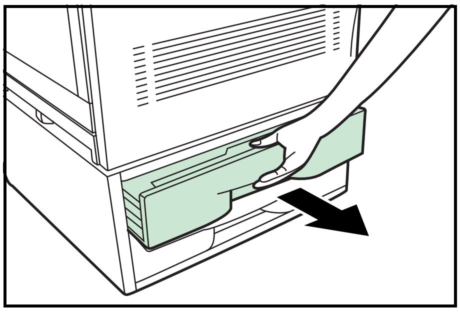
Up to 500 sheets of standard paper (60 g/m^2 – 90 g/m^2) or color paper can be loaded into the drawer[cassette] that is included with your copier. Up to 250 sheets of paper can be loaded into each drawer[cassette] of the optional Paper Feeder.

- Duplex copier (for 2-sided copies): One 500-sheet capacity drawer[cassette]
- Acceptable sizes of paper
  500-sheet capacity drawers[cassettes]: 11" × 8 1/2", 8 1/2" × 14", 11" × 17", A5R, B5R, A4, B4 and A3
  250-sheet capacity drawers[cassettes]: 8 1/2" × 11", 11" × 8 1/2", 8 1/2" × 14", 11" × 17", A5R, B5R, A4R, A4, B4 and A3
- The 500-sheet capacity drawers[cassettes] will not accept 8 1/2" × 11" [A4R] size paper.
- Neither type of drawer[cassette] will accept 5 1/2" × 8 1/2" or 8 1/2" × 5 1/2" size paper.

IMPORTANT!

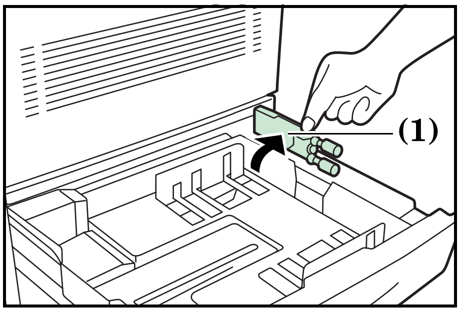
- BE SURE to use paper that is specified for color copy use in order to make clear color copies.
- DO NOT use paper such as that designated for inkjet printers or any paper treated with special coating.
- Specify the type of paper that is loaded into each drawer[cassette] (plain, recycled, etc.) under “**Paper type (drawer[cassette] No.2 - No.4)**” on page 7-47.

1 Pull the drawer[cassette] out toward you as far as it will go.

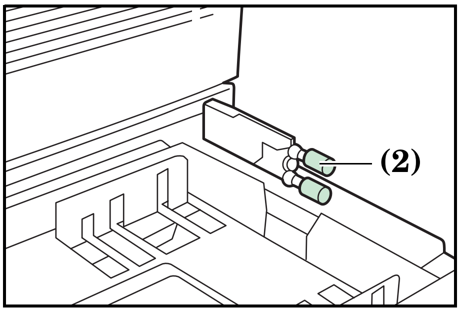


NOTE
DO NOT pull more than one drawer[cassette] out at a time.

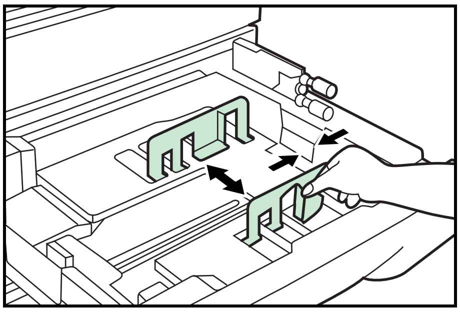
2 Open the paper feed unit (**1**).



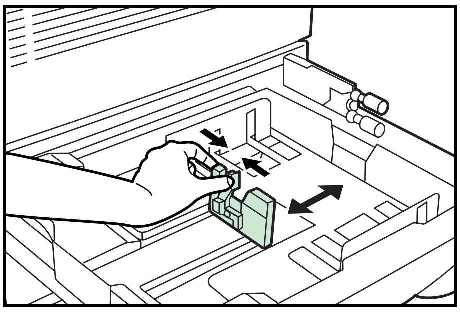
NOTE
DO NOT touch the rollers (**2**).



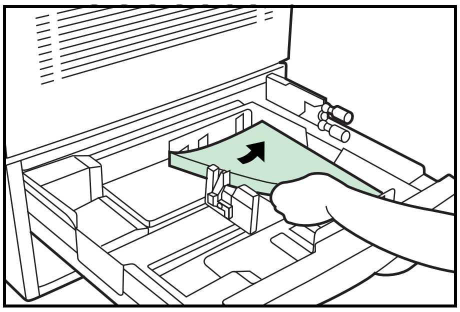
3 Pinch the levers for the paper width guide plates and move the plates to fit the width of the paper that is to be loaded in that drawer[cassette].
The paper sizes are marked on the bottom of the drawer[cassette].



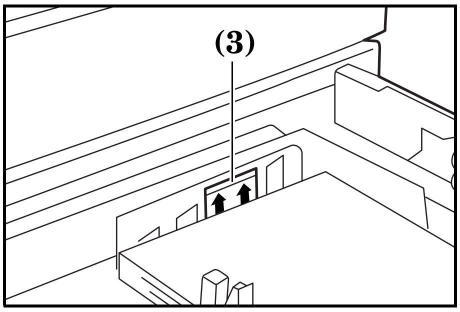
4 Pinch the levers for the paper length guide plate and move the plate to fit the length of the paper that is to be loaded in that drawer[cassette].
The paper sizes are marked on the bottom of the drawer[cassette].



5 Align the paper flush against the right side of the drawer[cassette], and then set the paper in the drawer[cassette].

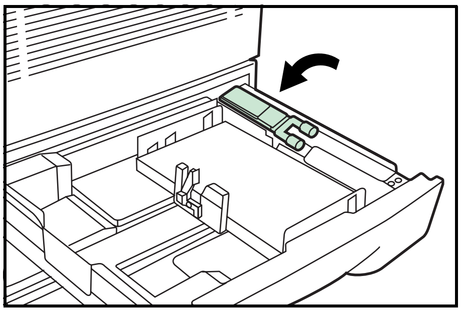


IMPORTANT!
- Make sure that there are no folds, etc., in the paper when it is set in a drawer[cassette]. Such paper may be the cause of paper jams.
- DO NOT load more paper than indicated by the sticker located on the inside of the drawer[cassette] **(3)**.
- When you are loading paper into a drawer[cassette], make sure that the side facing downward when the package is opened is the side that is facing upward in the drawer[cassette] as well.
- Make sure to adjust the paper length and width guide plates to the size of the paper before setting the paper. Misaligned paper may be the cause of paper jams.
- Make sure that the paper is set securely against the paper length and width guide plates. If there is a gap between the paper and any guide plate, readjust the guide plates to fit the paper snugly. Anytime paper does not fit snugly against the guide plates, the message display may not indicate the correct size of paper for that drawer[cassette].

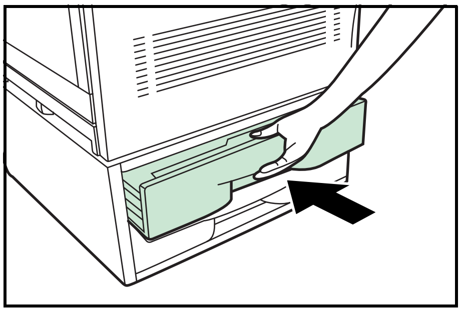


NOTE
When you are loading paper into a drawer[cassette], make sure that the side to be copied onto is facing downward.

6 Close the paper feed unit.



7 Gently push the drawer[cassette] back in.



8 Insert the appropriate paper size label into the front of the drawer[cassette] to indicate the size of paper that is loaded into that drawer[cassette].

NOTE
If you will not be using the copier for a prolonged period of time, remove all paper from the drawer(s)[cassette(s)] and seal in its original packaging in order to protect it against moisture.

Setting paper on the MP tray

Up to 150 sheets of standard paper (60 g/m² - 90 g/m²) can be set on the MP tray.

- Acceptable sizes of paper

  Inch specifications

  5 1/2" × 8 1/2", 8 1/2" × 11", 11" × 8 1/2", 8 1/2" × 13", 8 1/2" × 14", 11" × 17", 12" × 18", A6R, B6R, A5R, B5R, B5, A4R, A4, B4 and A3

  Metric specifications

  A6R, B6R, A5R, B5R, B5, A4R, A4, B4, A3, A3 wide (305 mm × 457 mm), Folio, 5 1/2" × 8 1/2", 8 1/2" × 11", 11" × 8 1/2", 8 1/2" × 13", 8 1/2" × 14", 11" × 17" and 12" × 18"

When copying onto special paper, be sure to use the MP tray.

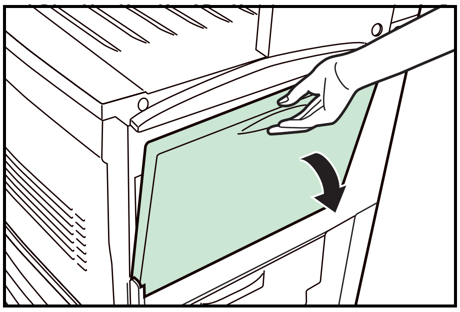
NOTES

- The following types of special paper and the number of sheets that can be set on the MP tray at one time are as follows:
  OHP transparencies: 25 sheets (BE SURE to use only 11" × 8 1/2" [A4] size OHP transparencies and ALWAYS fan through transparencies before setting them on the MP tray.)
  Thick paper (91 g/m² – 220 g/m²): 30 – 100 sheets (Depending on the paper size and weight)
- The acceptable paper weight for thick paper actually differs depending upon the size of the paper:
  Under 11" × 8 1/2" [A4]: 91 g/m² – 220 g/m²
  Over 11" × 8 1/2" [A4]: 91 g/m² – 135 g/m²
- When the optional Document Finisher is installed on your copier, paper of the following weights can be used:
  When ejecting onto the sub tray: 60 g/m² – 200 g/m²
  When ejecting onto the main tray: 60 g/m² – 160 g/m²
  When stapling or hole punching: 60 g/m² – 160 g/m²

IMPORTANT!

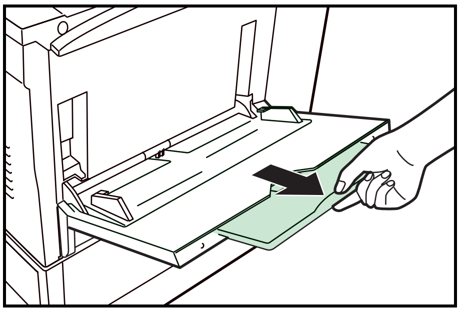
- BE SURE to use paper that is specified for color copy use in order to make clear color copies.
- DO NOT use paper such as that designated for inkjet printers or any paper treated with special coating.
- When you press the “MP tray setting” key in the “Basic” tab on the touch panel, the “MP tray setting” screen will be displayed. In this case, you should refer to **“MP tray paper settings”** on page 7-97 and follow the procedure, starting from step 3, to specify the size and type of paper to be used.

1 Open the MP tray.

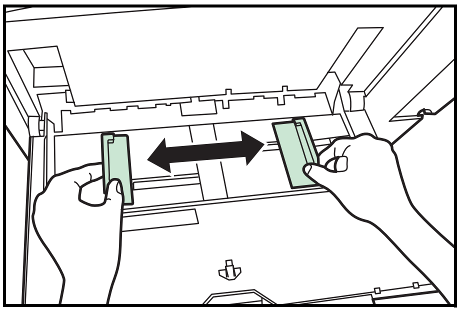


NOTE

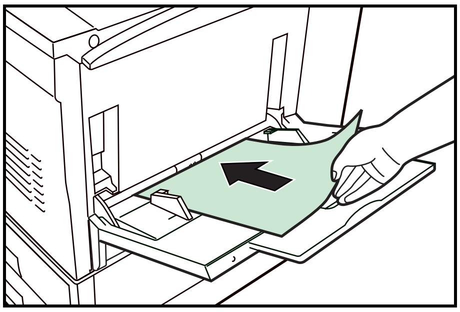
When copying onto 8 1/2" × 11" [A4R] size paper or larger, be sure to pull out the MP extension.



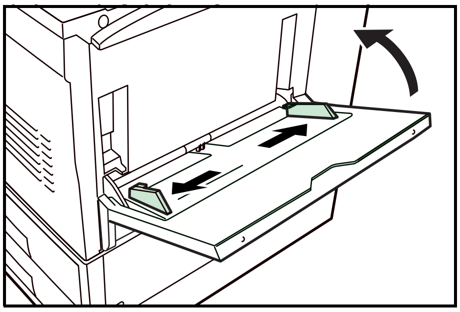
2 Adjust the insert guides to fit the width of the paper that is to be set on the MP tray.



3 Slide the paper all the way in, along the insert guides, as far as it will go.



IMPORTANT!
- When you are setting paper onto the MP tray, make sure that the side facing upward when the package is opened is the side that is facing upward on the MP tray as well. In addition, if the leading edge of the paper is curled at all, straighten it out before setting it on the MP tray.
- ALWAYS straighten out curled paper before setting it on the MP tray (Amount of curl: Copy paper – under 10 mm, Envelopes – under 5 mm)
- If you are copying onto special paper, be sure to have finished copies ejected onto the left tray. (See "**Copy eject location**" on page 7-54.)
- Be sure to push the MP tray extension back in, and open the insert guides as far as they will go BEFORE closing the MP tray.



NOTE
When you are loading paper onto the MP tray, make sure that the side to be copied onto is facing upward.

When printing onto envelopes

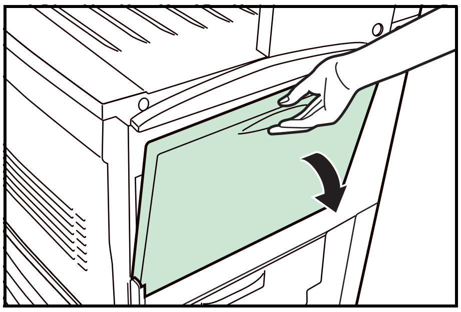
Set envelopes in the MP tray for printing.
Up to 10 envelopes can be set on the MP tray at a time.
For more details, refer to the Operation Guide for the Printer Kit.
Refer to the following table for the types and sizes of envelopes that can be used in this machine.

Acceptable envelope types	Size
Monarch	3 1/8" × 7 1/2"
Comm. #10	3 3/8" × 9 1/2"
Envelope DL	110 × 220 (mm)
Envelope C5	162 × 229 (mm)
Executive	7 1/4" × 10 1/2"
Comm. #9	3 7/8" × 8 7/8"
Comm. #6-3/4	3 5/8" × 6 1/2"
ISO B5	176 × 250 (mm)
Envelope C4	229 × 324 (mm)
Oufuku Hagaki	200 × 148 (mm)
YOUKEI 2	162 × 114 (mm)
YOUKEI 4	234 × 105 (mm)

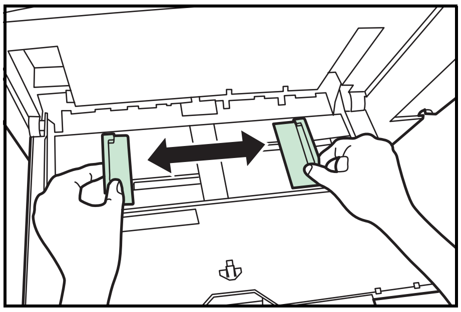
Setting the envelopes on the MP tray

Perform the following procedure and set the envelopes on the MP tray.

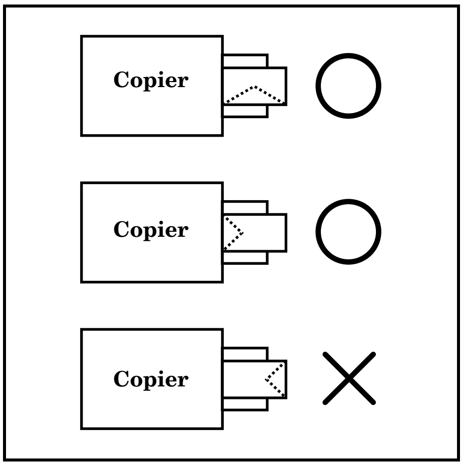
1 Open the MP tray.



2 Adjust the insert guides to fit the width of the envelopes that are to be set on the MP tray.



3 Keeping the flap closed, situate envelopes with the print side face-up and the flap side towards the front of the copier or towards the leading edge of insertion. Then slide them all the way into the MP tray, along the insert guides, as far as they will go.

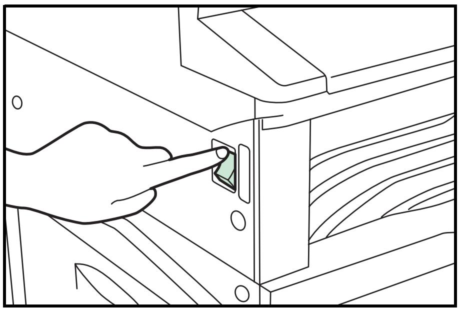


NOTES
- The proper orientation will actually depend upon the type of envelope being used.
- DO NOT set the flap towards the trailing edge of insertion as there is a danger of it jamming.
- When setting envelopes on the MP tray, BE SURE to specify the type of envelopes that will be used under "**MP tray paper settings**" on page 7-97.

Section 4 BASIC OPERATION

Basic copying procedure

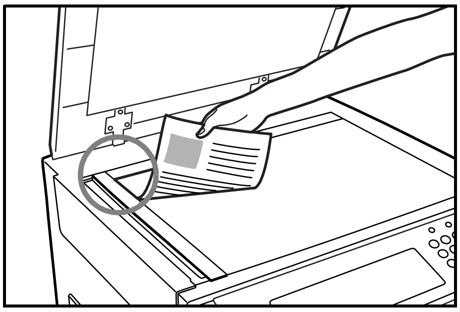
1 Warm-up



Turn the power switch ON (|). At the end of warm-up, “Ready to copy.” will be displayed in the message area of the touch panel.

NOTE
If you set the original that you want to copy and press the [Start] key while the copier is still warming up, copying will begin as soon as warm-up is completed.

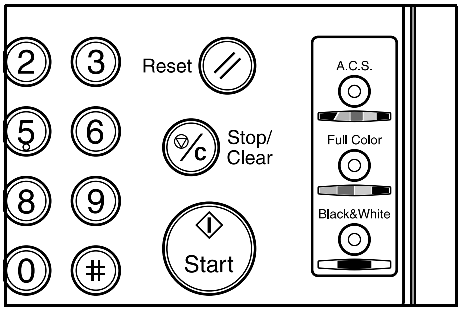
2 Setting an original



Open the original cover and set the original that you want to copy face-down on the platen. Be sure to align originals with the upper left corner of the platen (towards the left-rear portion of the copier).

NOTE
See “**Setting originals in the Document Processor**” on page 8-2 for instructions on how to set originals in your Document Processor (option).

3 Selecting the color mode

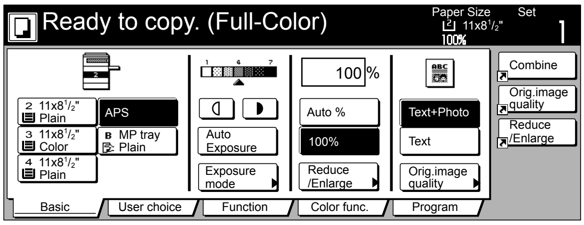


Press the [Full Color] key, the [A.C.S.] key or the [Black & White] key, as desired, to light the lamp in that key.
Full color copy mode: Press the [Full Color] key to light the lamp in that key. Select this mode when you want to make full color copies.
Auto Color Selection mode: Press the [A.C.S.] key to light the lamp in that key. The copier will automatically detect the difference between color and monochrome (B/W) originals, and will select the full color copy mode for color originals and the black and white copy mode for monochrome (B/W) originals.
Black and white copy mode: Press the [Black & White] key to light the lamp in that key. Select this mode when you want to make black and white copies.

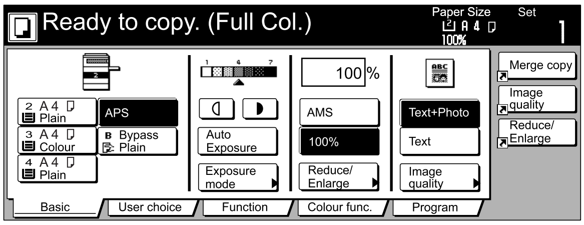
NOTES
- If the mono-color mode is selected, the currently selected color for that mode will be displayed: “CYAN”, “MAGENTA”, “YELLOW”, “RED”, “GREEN” or “BLUE”. (See “**Mono-color mode**” on page 5-6.)
- It is also possible for you to make other adjustments to color copying.
  Adjusting the color balance (Page 5-1.)
  Adjusting the color hue (Page 5-3.)
  One-touch image quality adjustment (Page 5-5.)
  Gloss mode ON/OFF (Page 5-7.)

4 Selecting functions

Inch specifications


Ready to copy. (Full-Color)
Paper Size
Set
11x8¹/₂"
100%
1
2 11x8¹/₂" Plain
3 11x8¹/₂" Color
4 11x8¹/₂" Plain
APS
MP tray Plain
Auto Exposure
Exposure mode
100 %
Auto %
100%
Reduce /Enlarge
Text+Photo
Text
Orig.image quality
Combine
Orig.image quality
Reduce /Enlarge
Basic
User choice
Function
Color func.
Program

Metric specifications

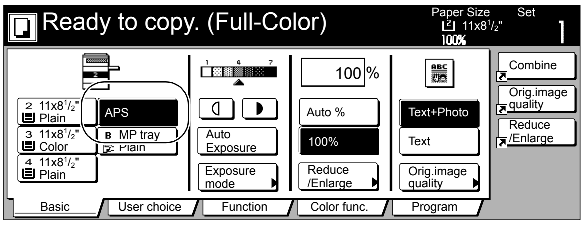

Ready to copy. (Full Col.)
Paper Size
Set
A4
100%
1
2 A4 Plain
3 A4 Colour
4 A4 Plain
APS
Bypass Plain
Auto Exposure
Exposure mode
100 %
AMS
100%
Reduce/ Enlarge
Text+Photo
Text
Image quality
Merge copy
Image quality
Reduce/ Enlarge
Basic
User choice
Function
Colour func.
Program

Select from the copier’s various functions.

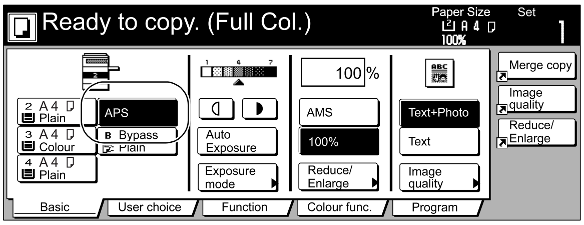
- Enlarging/reducing the copy image (Page 6-1)
- Interrupt copying (Page 6-5)
- Adjusting the color balance (Page 5-1)
- Adjusting the color hue (Page 5-3)
- One-touch image quality adjustment (Page 5-5)
- Mono-color mode (Page 5-6)
- Gloss mode ON/OFF (Page 5-7)
- Making 2-sided copies from various types of originals (Page 6-6)
- Copying two-page originals onto separate sheets (Page 6-9)
- Making a margin space on the copies (Page 6-12)
- Centering the copy image (Page 6-15)
- Adding a space next to the copy images for making notes (Page 6-17)
- Making copies with clean edges (Page 6-19)
- Fitting the image of either two or four originals onto a single copy page (Page 6-21)
- Printing page numbers on the copies (Page 6-23)
- Enlarging the image and printing it out onto multiple sheets (Page 6-27)
- Making booklets from sheet originals (Page 6-29)
- Making booklets from book originals (Page 6-32)
- Automatic sorting of copy sets without the Document Finisher (Page 6-35)
- Automatic rotation of the copy image (Page 6-37)
- Adding a front and/or back cover to your copy sets (Page 6-38)
- Feeding paper as a backing sheet for OHP transparencies (Page 6-43)
- Inverting black and white AND colors (Page 6-45)
- Making mirror image copies (Page 6-46)
- Making a test copy prior to large volume copying (Page 6-47)
- Making more of the same copies after a copy job is finished (Page 6-49)
- Copying a large volume of originals in one operation (Page 6-53)
- Making both color AND black & white copies at the same time (Page 6-54)
- Adjusting the sharpness (Page 6-56)
- Selecting the location for paper ejection (Page 6-59)
- Easily add covers and insert sheets between various sets of originals in one operation (Page 6-68)

5 Selecting the paper size

Inch specifications


Ready to copy. (Full-Color)
Paper Size
Set
11x8¹/₂"
100%
1
2 11x8¹/₂" Plain
3 11x8¹/₂" Color
4 11x8¹/₂" Plain
APS
MP tray Plain
Auto Exposure
Exposure mode
100 %
Auto %
100%
Reduce /Enlarge
Text+Photo
Text
Orig.image quality
Combine
Orig.image quality
Reduce /Enlarge
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
Set
A4
100%
1
2 A4 Plain
3 A4 Colour
4 A4 Plain
APS
Bypass Plain
Auto Exposure
Exposure mode
100 %
AMS
100%
Reduce/ Enlarge
Text+Photo
Text
Image quality
Merge copy
Image quality
Reduce/ Enlarge
Basic
User choice
Function
Colour func.
Program

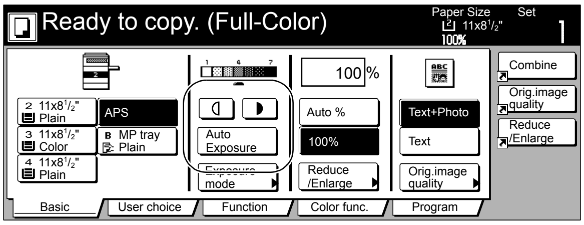
When the “APS” key is highlighted on the touch panel, copy paper of the same size as the original will be automatically selected. In order to copy the original image onto a different size of paper without changing the size of the image, press the paper size key that corresponds to the paper size that you want to use.

NOTES

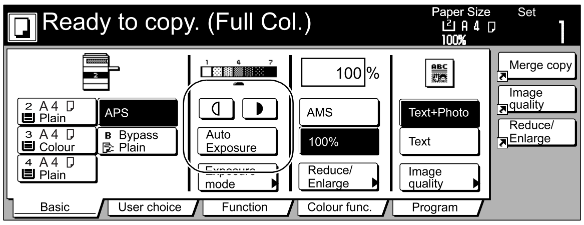
- It is possible for you to specify a paper size that will be selected automatically even without setting any originals. (See “**Paper selection**” on page 7-74.)
- It is also possible for you to specify one drawer[cassette] that will be selected automatically even without setting any originals. (See “**Default drawer[cassette]**” on page 7-77.)

6 Adjusting the copy exposure

Inch specifications


Ready to copy. (Full-Color)
Paper Size
Set
11x8¹/₂"
100%
1
2 11x8¹/₂" Plain
3 11x8¹/₂" Color
4 11x8¹/₂" Plain
APS
B MP tray Plain
1 4 7
Auto Exposure
Exposure mode
100 %
Auto %
100%
Reduce /Enlarge
Text+Photo
Text
Orig.image quality
Combine
Orig.image quality
Reduce /Enlarge
Basic
User choice
Function
Color func.
Program

Metric specifications

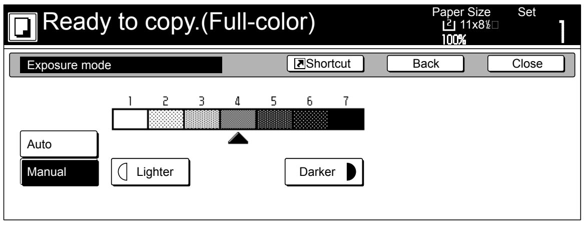

Ready to copy. (Full Col.)
Paper Size
Set
A4
100%
1
2 A4 Plain
3 A4 Colour
4 A4 Plain
APS
B Bypass Plain
1 4 7
Auto Exposure
Exposure mode
100 %
AMS
100%
Reduce/ Enlarge
Text+Photo
Text
Image quality
Merge copy
Image quality
Reduce/ Enlarge
Basic
User choice
Function
Colour func.
Program

The copy exposure can be adjusted manually. If you want to make the exposure darker, press the right exposure adjustment key to move the arrow under the copy exposure scale to the right. If you want to make the exposure lighter, press the left exposure adjustment key to move the arrow under the copy exposure scale to the left.

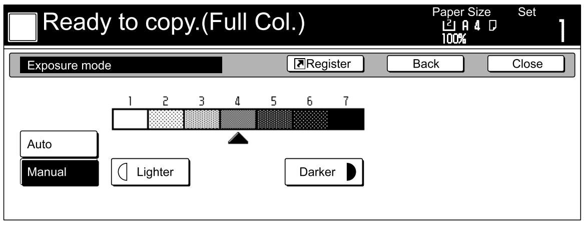
If you want the copy exposure to be adjusted automatically, press the "Auto Exposure" key. When making black and white copies in the auto exposure mode, the contrast of the original will be detected and the most suitable exposure level selected automatically. When making full color copies in this mode, the copier will automatically perform the corresponding background exposure adjustment.

The copy exposure can also be adjusted by pressing the "Exposure mode" key to access the "Exposure mode" screen and performing the same exposure adjustment procedure there.

Inch specifications


Ready to copy.(Full-color)
Paper Size
Set
11x8½
100%
1
Exposure mode
Shortcut
Back
Close
1 2 3 4 5 6 7
Auto
Manual
Lighter
Darker

Metric specifications

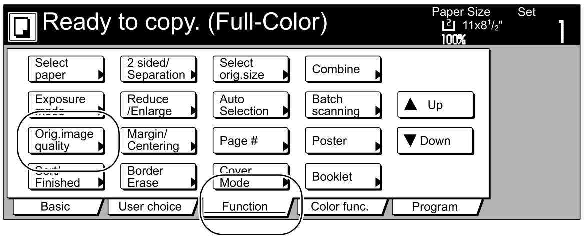

Ready to copy.(Full Col.)
Paper Size
Set
A4
100%
1
Exposure mode
Register
Back
Close
1 2 3 4 5 6 7
Auto
Manual
Lighter
Darker

NOTES

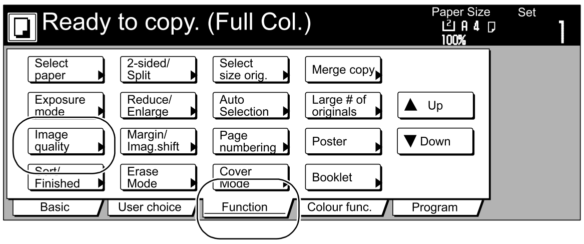
- It is possible for you to make adjustments to the auto exposure mode if the overall copies come out too dark or too light. (See "**Auto exposure adjustment (color)**" on page 7-80 and "**Auto exposure adjustment (B/W)**" on page 7-81.)
- It is possible for you to change the default setting for the copy exposure to the auto exposure mode. (See "**Exposure mode**" on page 7-68.)

7 Selecting the image quality

Inch specifications

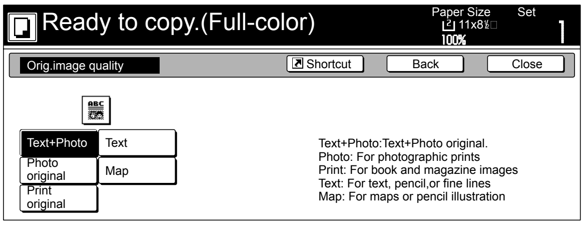

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
▲ Up
Orig.image quality
Margin/ Centering
Page #
Poster
▼ Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
▲ Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
▼ Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

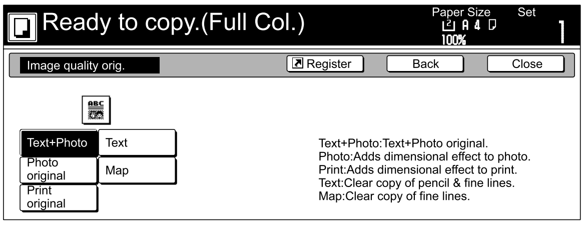
The image quality is selected according to the type of original. Press the “Function” tab and then the “Orig.image quality” [“Image quality”] key. The “Orig.image quality” [“Image quality orig.”] screen will be displayed.

Inch specifications


Ready to copy.(Full-color)
Paper Size
11x8½"
100%
Set
1
Orig.image quality
Shortcut
Back
Close
Text+Photo
Text
Photo original
Map
Print original

Text+Photo:Text+Photo original.
Photo: For photographic prints
Print: For book and magazine images
Text: For text, pencil,or fine lines
Map: For maps or pencil illustration

Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Image quality orig.
Register
Back
Close
Text+Photo
Text
Photo original
Map
Print original

Text+Photo:Text+Photo original.
Photo:Adds dimensional effect to photo.
Print:Adds dimensional effect to print.
Text:Clear copy of pencil & fine lines.
Map:Clear copy of fine lines.

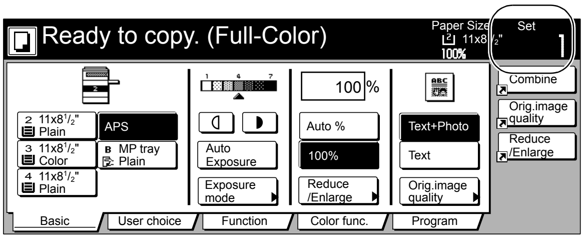
Text+Photo (text&photo mode): Select this mode when the original contains a mixture of both text and photographs.
Text (text mode): Select this mode when the original contains mostly text.
Photo original (photo mode): Select this mode when the original contains mostly photographs taken by a camera.
Print original (printed photo mode): Select this mode when you are copying a magazine, etc., that contains printed photographs.
Map (map mode): Select this mode when you are copying a map.

NOTES

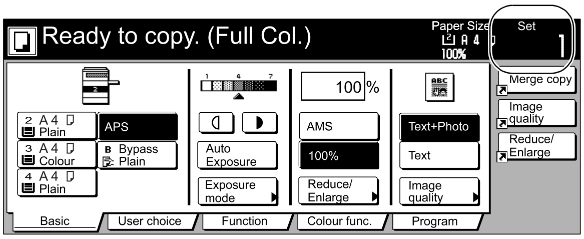
- It is possible for you to select the image quality mode that will be the default setting in the initial mode. (See “**Original quality**” on page 7-70.)
- It is also possible for you to adjust the copy exposure in each of the image quality modes.
  (See “**Manual exposure adjustment (text+photo mode)**” on page 7-83, “**Manual exposure adjustment (text mode)**” on page 7-86, “**Manual exposure adjustment (print mode)**” on page 7-85, “**Manual exposure adjustment (photo mode)**” on page 7-84 and “**Manual exposure adjustment (map mode)**” on page 7-87.)

8 Setting the number of copies to be made

Inch specifications


Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Combine
Orig.image quality
Reduce /Enlarge
100 %
2 11x8½" Plain
APS
3 11x8½" Color
MP tray Plain
4 11x8½" Plain
Auto %
100%
Reduce /Enlarge
Auto Exposure
Exposure mode
Text+Photo
Text
Orig.image quality
Basic
User choice
Function
Color func.
Program

Metric specifications

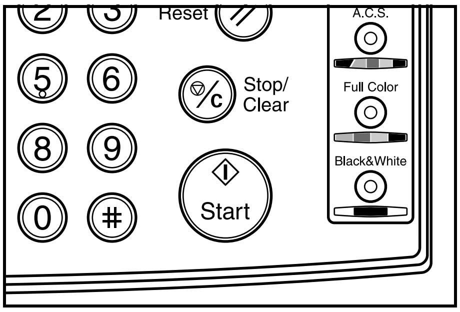

Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Merge copy
Image quality
Reduce/ Enlarge
100 %
2 A4 Plain
APS
3 A4 Colour
Bypass Plain
4 A4 Plain
AMS
100%
Reduce/ Enlarge
Auto Exposure
Exposure mode
Text+Photo
Text
Image quality
Basic
User choice
Function
Colour func.
Program

Use the numeric keys on the keypad to change the touch panel to indicate the desired number of copies to be made. Up to 999 copies (or copy sets) can be made at one time.

NOTE

It is possible for you to limit the number of copies that can be made at a time. (See “**Copy limit**” on page 7-92.)

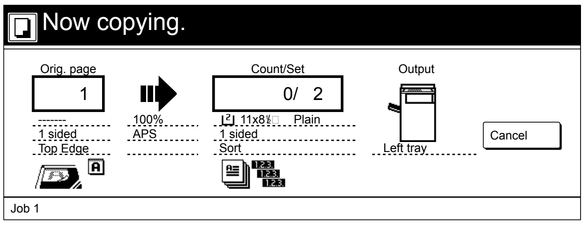
9 Start copying



Press the [Start] key.

* Copying is possible once the lamp in the [Start] key is lit green and "Ready to copy" is displayed.

Inch specifications



Now copying.

Orig. page: 1
----
1 sided
Top Edge

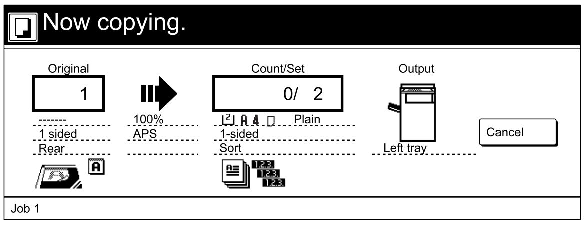
100%
APS

Count/Set: 0/ 2
11x8½ Plain
1 sided
Sort

Output: Left tray

Job 1

Metric specifications



Now copying.

Original: 1
----
1 sided
Rear

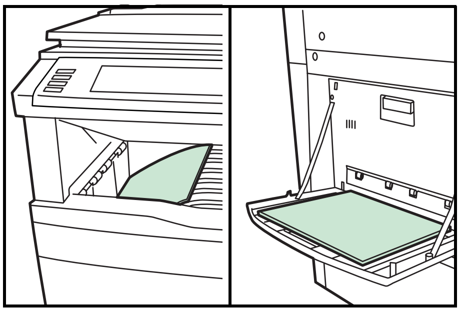
100%
APS

Count/Set: 0/ 2
A4 Plain
1-sided
Sort

Output: Left tray

Job 1

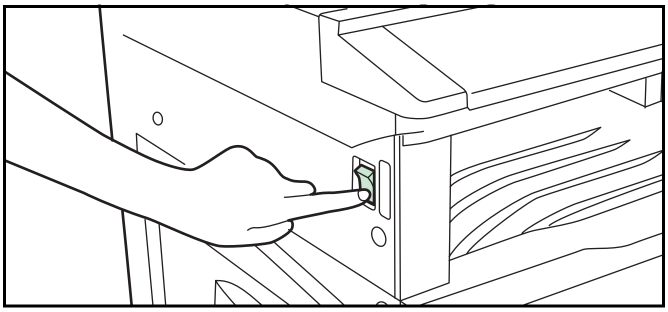
10 At the end of copying



Finished copies will be ejected onto the top tray or the left tray, as selected.

IMPORTANT!

- Up to 500 copies (standard copy paper: 60 g/m^2 – 90 g/m^2) can be stored on the top tray, and up to 150 copies can be stored on the left tray. However, this limit may differ depending upon the type and conditions of the paper being used.
- If "The top tray exceeds capacity. Remove the paper." ["Too much paper in top tray. Remove paper."] is displayed, there are too many copies on the top tray. Remove the copies from the top tray and then press the [Start] key to resume copying.
- If ejected copies come out curled, or are otherwise not stored cleanly, remove the paper from the drawer[cassette] or the MP tray (whichever is currently being used), turn the paper over, set it again in that location and try to copy again.



⚠ CAUTION

If the copier will not be used for a short period of time (overnight, etc.), turn the power switch OFF (○).

If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the copier is not in use.

NOTES

- About 30 minutes of fan cooling is required after the power switch is turned OFF. Thus, even after turning OFF the power switch, DO NOT immediately remove the power plug from the outlet.
- This product engages a cooling fan in order to cool off internal parts even after the power switch is turned OFF. In order to maintain its cooling effect, do not remove the power plug from the outlet or disconnect the power to the outlet itself.
- Removing the power plug from the outlet will cause the cooling fan to stop and may result in internal damage to the machine due to heat.
- If you are not going to use this product for a prolonged period of time, turn the power switch OFF and then wait about 30 minutes before removing the power plug from the outlet.

Section 5 COLOR COPY SETTINGS

Adjusting the color balance

The color balance can be fine-adjusted by increasing or decreasing the intensity of each of the colors: cyan, magenta, yellow or black.

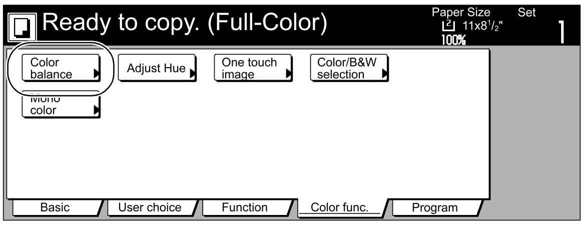
IMPORTANT!

- These adjustments are only available with full color and A.C.S. copying.
- These adjustments are NOT available in the auto exposure mode.
- These adjustments are NOT available in combination with one-touch image quality adjustment.
- For a sample of copies made with an adjusted color balance, see "**Color balance adjustment samples**" on page ii.

1 Press the "Color func." ["Colour func."] tab.
The "Color func." ["Colour func."] tab will be displayed.

2 Press the "Color balance" ["Colour balance"] key.
The "Color balance" ["Colour balance"] screen will be displayed.

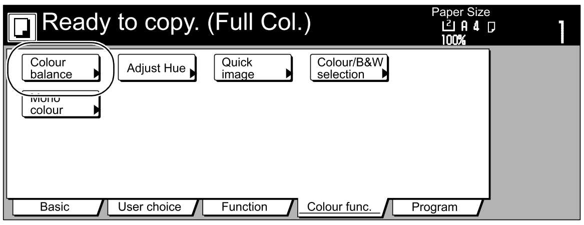
Inch specifications



Ready to copy. (Full-Color)

Paper Size
Set
11x8 1/2"
100%
1
Color balance
Adjust Hue
One touch image
Color/B&W selection
Mono color
Basic
User choice
Function
Color func.
Program

Metric specifications

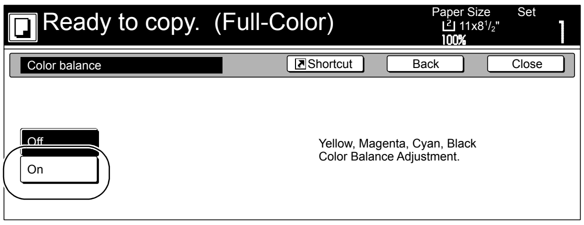


Ready to copy. (Full Col.)

Paper Size
A4
100%
1
Colour balance
Adjust Hue
Quick image
Colour/B&W selection
Mono colour
Basic
User choice
Function
Colour func.
Program

3 Press the "On" key.

Inch specifications

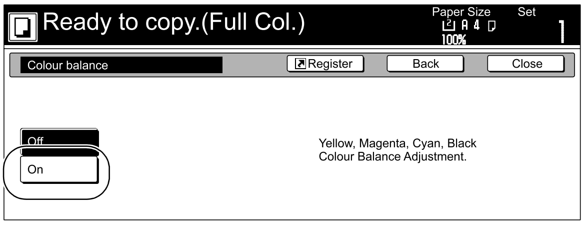


Ready to copy. (Full-Color)

Yellow, Magenta, Cyan, Black Color Balance Adjustment.

Paper Size
Set
11x8 1/2"
100%
1
Color balance
Shortcut
Back
Close
Off
On

Metric specifications



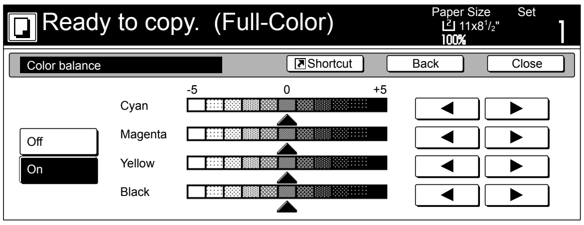
Ready to copy.(Full Col.)

Yellow, Magenta, Cyan, Black Colour Balance Adjustment.

Paper Size
Set
A4
100%
1
Colour balance
Register
Back
Close
Off
On

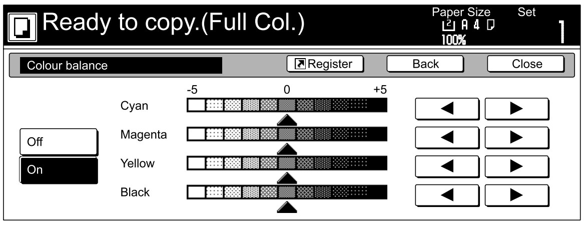
4 Use the “◀” cursor or the “▶” key located to the right of each color scale (Cyan, Magenta, Yellow and Black) to adjust the value for that color, as desired.

Inch specifications


Ready to copy. (Full-Color)

Paper Size
11x8 1/2"
100%
Set
1
Color balance
Shortcut
Back
Close
-5
0
+5
Cyan
Magenta
Yellow
Black
Off
On
◀
▶

Metric specifications


Ready to copy.(Full Col.)

Paper Size
A4
100%
Set
1
Colour balance
Register
Back
Close
-5
0
+5
Cyan
Magenta
Yellow
Black
Off
On
◀
▶

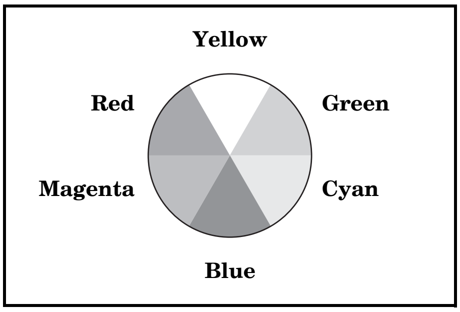
5 Press the “Close” key.
The touch panel will return to the screen in step 2.

Adjusting the color hue

It is possible for you to change the color hue and create copies of interesting colors. For example, you can turn reds into reddish-yellows or yellows into yellow-greens.

NOTES

- These adjustments are only available with full color and A.C.S. copying.
- These adjustments are NOT available in the auto exposure mode.
- These adjustments are NOT available in combination with one-touch image quality adjustment.
- Selection is possible from among the following settings:
  All: Makes adjustment to the overall color wheel.
  Yellow-Green & Blue-Magenta: Makes adjustment to the yellow-green and blue-magenta portions of the color wheel.
  Green-Cyan & Magenta-Red: Makes adjustment to the green-cyan and magenta-red portions of the color wheel.
  Cyan-Blue & Red-Yellow: Makes adjustment to the cyan-blue and red-yellow portions of the color wheel.

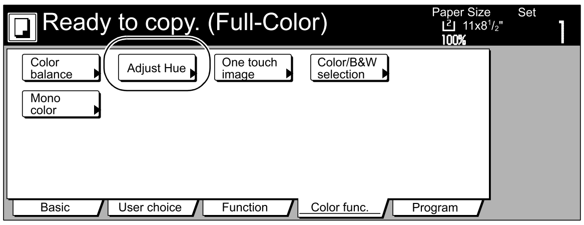

Yellow
Red
Green
Magenta
Cyan
Blue

- These adjustments are especially effective for images with clear colors.

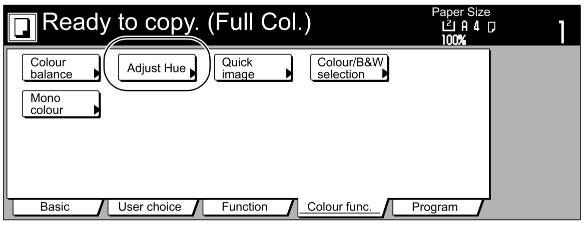
1 Press the “Color func.” [“Colour func.”] tab.
The “Color func.” [“Colour func.”] tab will be displayed.

2 Press the “Adjust Hue” key.
The “Adjust Hue” screen will be displayed.

Inch specifications

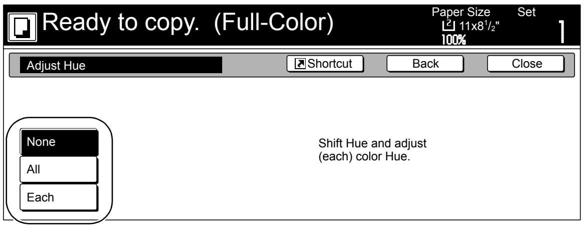

Ready to copy. (Full-Color)
Paper Size
11x8¹/₂"
100%
Set
1
Color balance
Adjust Hue
One touch image
Color/B&W selection
Mono color
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
A4
100%
1
Colour balance
Adjust Hue
Quick image
Colour/B&W selection
Mono colour
Basic
User choice
Function
Colour func.
Program

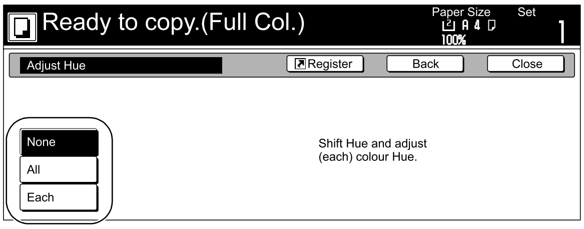
3 Press the “All” key or the “Each” key, as desired.
If you selected the “All” key, go to the next step.
If you selected the “Each” key, go directly to step 6.

Inch specifications


Ready to copy. (Full-Color)
Paper Size
11x8¹/₂"
100%
Set
1
Adjust Hue
Shortcut
Back
Close
None
All
Each

Shift Hue and adjust (each) color Hue.

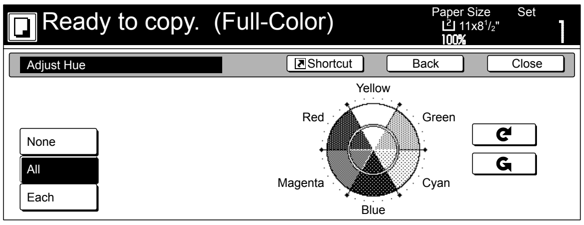
Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Adjust Hue
Register
Back
Close
None
All
Each

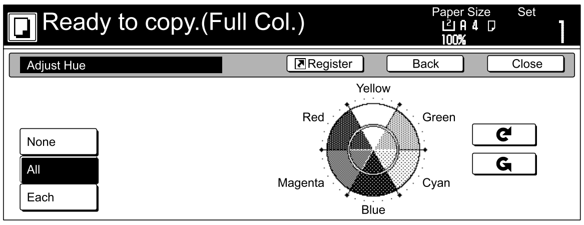
Shift Hue and adjust (each) colour Hue.

4 Use the “↻” key or the “↺” key to adjust the hue of the overall color wheel.

Inch specifications


Ready to copy. (Full-Color)
Paper Size
Set
11x8¹/₂"
100%
1
Adjust Hue
Shortcut
Back
Close
None
All
Each
Yellow
Red
Green
Magenta
Cyan
Blue

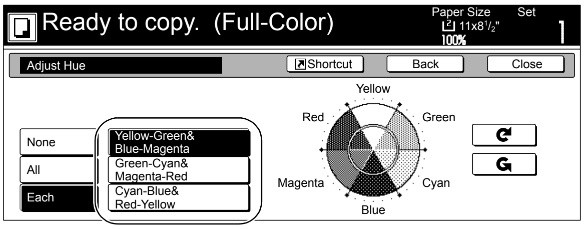
Metric specifications


Ready to copy.(Full Col.)
Paper Size
Set
A4
100%
1
Adjust Hue
Register
Back
Close
None
All
Each
Yellow
Red
Green
Magenta
Cyan
Blue

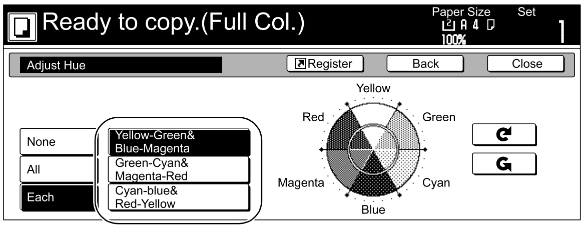
5 Press the “Close” key.
The touch panel will return to the screen in step 2.

6 Select the portions of the color wheel to be adjusted.

Inch specifications

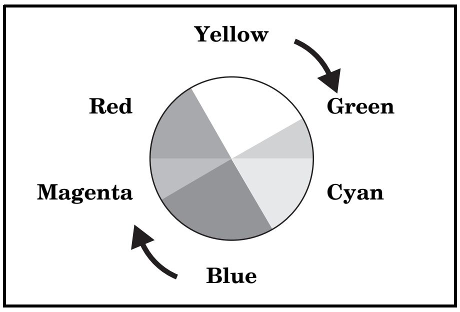

Ready to copy. (Full-Color)
Paper Size
Set
11x8¹/₂"
100%
1
Adjust Hue
Shortcut
Back
Close
None
All
Each
Yellow-Green& Blue-Magenta
Green-Cyan& Magenta-Red
Cyan-Blue& Red-Yellow
Yellow
Red
Green
Magenta
Cyan
Blue

Metric specifications

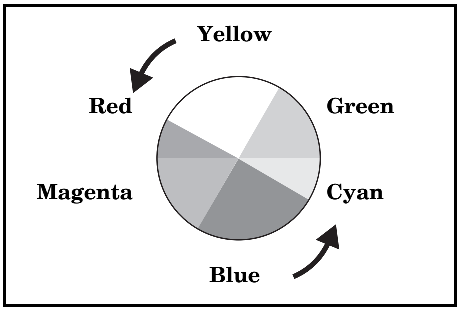

Ready to copy.(Full Col.)
Paper Size
Set
A4
100%
1
Adjust Hue
Register
Back
Close
None
All
Each
Yellow-Green& Blue-Magenta
Green-Cyan& Magenta-Red
Cyan-blue& Red-Yellow
Yellow
Red
Green
Magenta
Cyan
Blue

7 Use the “↻” key or the “↺” key to adjust the hue for the selected color range, as desired.

[Example 1]
If you select “Yellow-Green & Blue-Magenta” and then press the “↻” key, greens near yellow will be intensified towards yellow and magentas near blue towards blue. (See sample **(1)** on page iii.)


Yellow
Red
Green
Magenta
Cyan
Blue

[Example 2]
If you select “Cyan-Blue & Red-Yellow” and then press the “↺” key, reds near yellow will be intensified towards yellow and cyans near blue towards blue. (See sample **(2)** on page iii.)


Yellow
Red
Green
Magenta
Cyan
Blue

8 Press the “Close” key.
The touch panel will return to the screen in step 2.

One-touch image quality adjustment

Select the image quality, for example “Vivid” or “Dull” [“Calm”], according to the type of copy image you want.

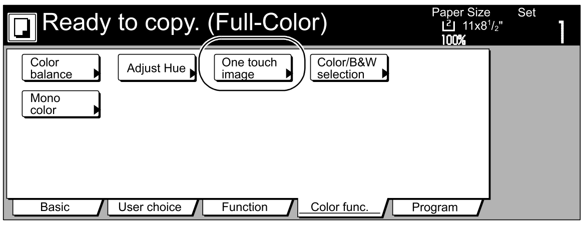
NOTES

- These adjustments are only available with full color and A.C.S. copying.
- These adjustments are NOT available in the auto exposure mode.
- This setting is NOT available for use together with the color balance adjustment.
- Select one of the 6 available image quality settings. Multiple selections are NOT possible.
- Selection is possible between 6 settings: “Vivid”, “Dull” [“Calm”], “Sharper” [“Modulation”], “Smooth”, “Light” and “Dark” [“Heavy”]. For a sample of copies made under each setting, see “**Image quality adjustment samples**” on page i.

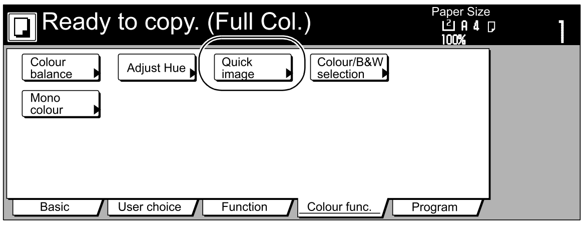
1 Press the “Color func.” [“Colour func.”] tab.
The “Color func.” [“Colour func.”] tab will be displayed.

2 Press the “One touch image” [“Quick image”] key.
The “One touch image” [“Quick image”] screen will be displayed.

Inch specifications

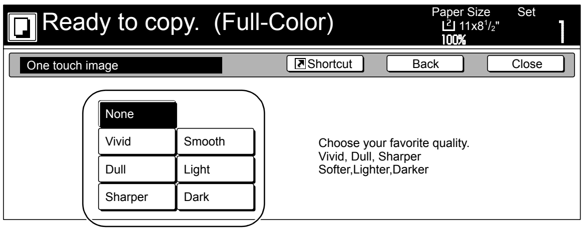

Ready to copy. (Full-Color)
Paper Size
11x8¹/₂"
100%
Set
1
Color balance
Adjust Hue
One touch image
Color/B&W selection
Mono color
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
A4
100%
1
Colour balance
Adjust Hue
Quick image
Colour/B&W selection
Mono colour
Basic
User choice
Function
Colour func.
Program

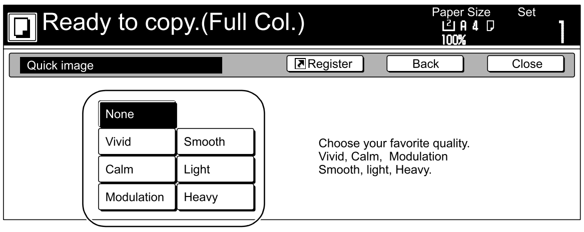
3 Select the image quality setting that you want to use.

Inch specifications


Ready to copy. (Full-Color)

Choose your favorite quality.
Vivid, Dull, Sharper
Softer,Lighter,Darker
Paper Size
11x8¹/₂"
100%
Set
1
One touch image
Shortcut
Back
Close
None
Vivid
Smooth
Dull
Light
Sharper
Dark

Metric specifications


Ready to copy.(Full Col.)

Choose your favorite quality.
Vivid, Calm, Modulation
Smooth, light, Heavy.
Paper Size
A4
100%
Set
1
Quick image
Register
Back
Close
None
Vivid
Smooth
Calm
Light
Modulation
Heavy

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

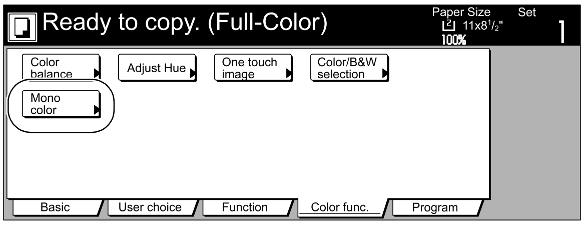
Mono-color mode

By selecting one color between cyan, magenta, yellow, red, green and blue, it is possible for you to make copies of that color, regardless of the type of original being copied.

1 Press the “Color func.” [“Colour func.”] tab.
The “Color func.” [“Colour func.”] tab will be displayed.

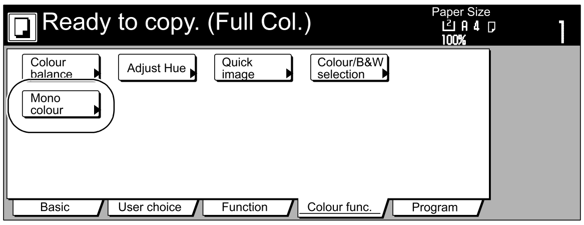
2 Press the “Mono color” [“Mono colour”] key.
The “Mono color” [“Mono colour”] screen will be displayed.

Inch specifications


Ready to copy. (Full-Color)

Paper Size
Set
11x8½"
100%
1
Color balance
Adjust Hue
One touch image
Color/B&W selection
Mono color
Basic
User choice
Function
Color func.
Program

Metric specifications

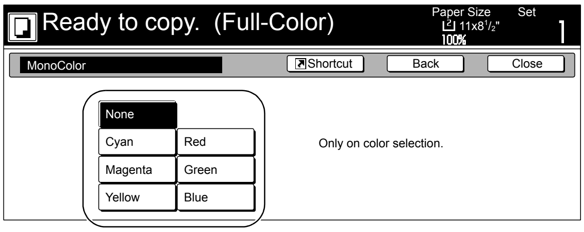

Ready to copy. (Full Col.)

Paper Size
A4
100%
1
Colour balance
Adjust Hue
Quick image
Colour/B&W selection
Mono colour
Basic
User choice
Function
Colour func.
Program

3 Select the desired color.

NOTE
Selection is possible between 6 colors: cyan, magenta, yellow, red, green and blue.

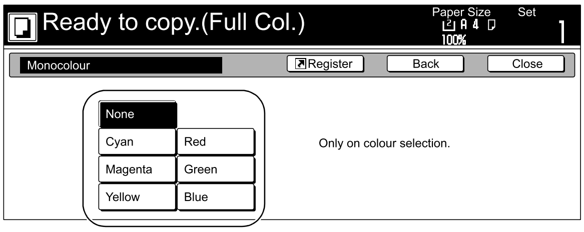
Inch specifications


Ready to copy. (Full-Color)

Only on color selection.

Paper Size
Set
11x8½"
100%
1
MonoColor
Shortcut
Back
Close
None
Cyan
Red
Magenta
Green
Yellow
Blue

Metric specifications


Ready to copy.(Full Col.)

Only on colour selection.

Paper Size
Set
A4
100%
1
Monocolour
Register
Back
Close
None
Cyan
Red
Magenta
Green
Yellow
Blue

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

Gloss mode ON/OFF

Select the gloss mode when you want to make high-gloss copies.

NOTES

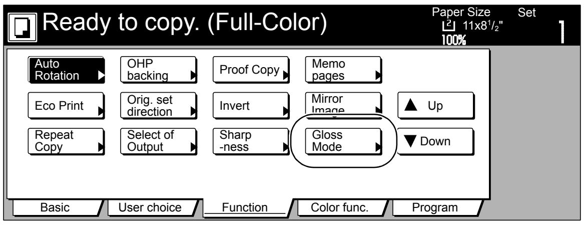
- Copying will take more time than usual when the gloss mode is selected.
- The effect from the gloss mode may not be evident with some types of originals.
- Depending upon the type of paper and the ambient conditions, paper may become wrinkled during printing with the gloss mode selected. If this does occur, use slightly thicker paper that doesn't wrinkle so easily or copy in a normal copy mode (cancel the gloss mode).
- For a sample of copies made under the gloss mode, see "**Gloss mode samples**" on page iii.

1 Press the "Function" tab.
The "Function" tab will be displayed.

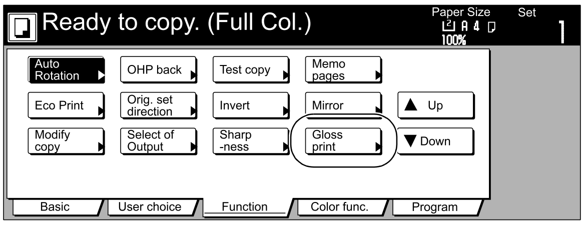
2 Press the "▼ Down" key.
The content of the next portion of the "Function" tab will be displayed.

3 Press the "Gloss Mode" ["Gloss print"] key.
The "Gloss Mode" ["Gloss Print"] screen will be displayed.

Inch specifications

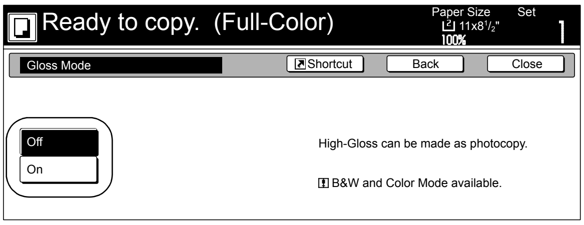

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Auto Rotation
OHP backing
Proof Copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror Image
▲ Up
Repeat Copy
Select of Output
Sharp -ness
Gloss Mode
▼ Down
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Auto Rotation
OHP back
Test copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror
▲ Up
Modify copy
Select of Output
Sharp -ness
Gloss print
▼ Down
Basic
User choice
Function
Color func.
Program

4 Press the "On" key or the "Off" key, as appropriate.

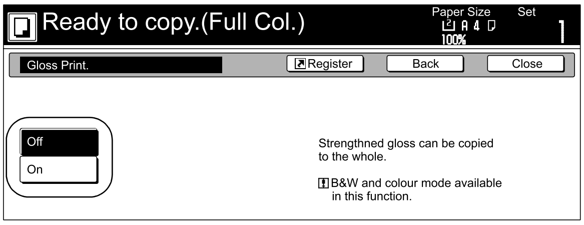
Inch specifications


Ready to copy. (Full-Color)

High-Gloss can be made as photocopy.

B&W and Color Mode available.
Paper Size
11x8½"
100%
Set
1
Gloss Mode
Shortcut
Back
Close
Off
On

Metric specifications


Ready to copy.(Full Col.)

Strengthned gloss can be copied to the whole.

B&W and colour mode available in this function.
Paper Size
A4
100%
Set
1
Gloss Print.
Register
Back
Close
Off
On

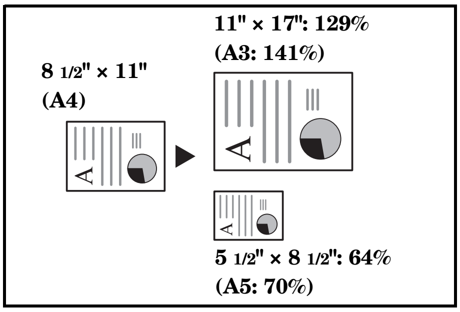
5 Press the "Close" key.
The touch panel will return to the screen in step 2.

Section 6 OTHER CONVENIENT FUNCTIONS

Enlarging/reducing the copy image

Auto magnification selection mode

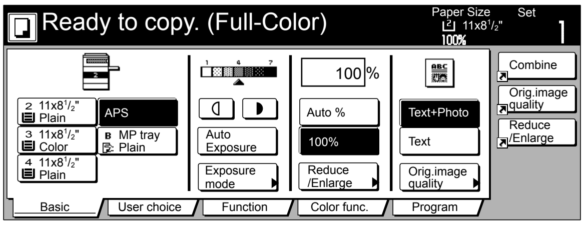
With this mode, the original image is enlarged/reduced automatically according to the selected paper size.


8 1/2" × 11"
(A4)
11" × 17": 129%
(A3: 141%)
5 1/2" × 8 1/2": 64%
(A5: 70%)

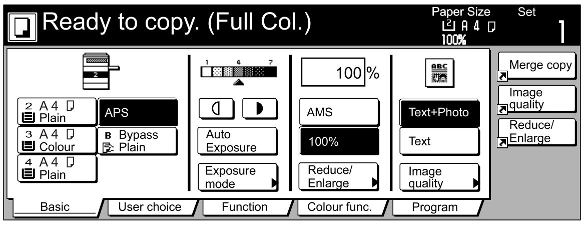
IMPORTANT!
If you use this mode most often, select "Auto %" under "**Default magnification ratio**" on page 7-79.

1. Set the original to be copied.
The copier will automatically detect the size of the originals and select copy paper of that same size.

Inch specifications

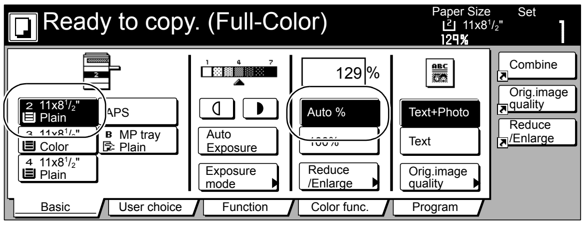

Ready to copy. (Full-Color)
Paper Size
11x8 1/2"
100%
Set
1
2 11x8 1/2" Plain
3 11x8 1/2" Color
4 11x8 1/2" Plain
APS
B MP tray Plain
Auto Exposure
Exposure mode
100 %
Auto %
100%
Reduce /Enlarge
Text+Photo
Text
Orig.image quality
Combine
Orig.image quality
Reduce /Enlarge
Basic
User choice
Function
Color func.
Program

Metric specifications

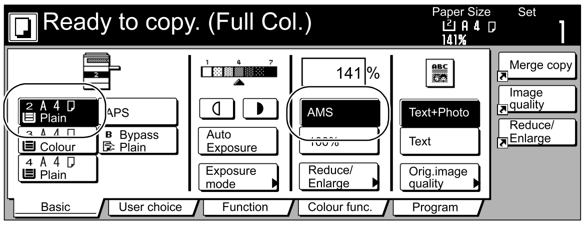

Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
2 A4 Plain
3 A4 Colour
4 A4 Plain
APS
B Bypass Plain
Auto Exposure
Exposure mode
100 %
AMS
100%
Reduce/ Enlarge
Text+Photo
Text
Image quality
Merge copy
Image quality
Reduce/ Enlarge
Basic
User choice
Function
Colour func.
Program

2. Select the size of paper that you want to copy onto by pressing the appropriate paper size key.
Press the "Auto %" key.
The corresponding magnification ratio will be displayed.

Inch specifications


Ready to copy. (Full-Color)
Paper Size
11x8 1/2"
129%
Set
1
2 11x8 1/2" Plain
3 11x8 1/2" Color
4 11x8 1/2" Plain
APS
B MP tray Plain
Auto Exposure
Exposure mode
129 %
Auto %
100%
Reduce /Enlarge
Text+Photo
Text
Orig.image quality
Combine
Orig.image quality
Reduce /Enlarge
Basic
User choice
Function
Color func.
Program

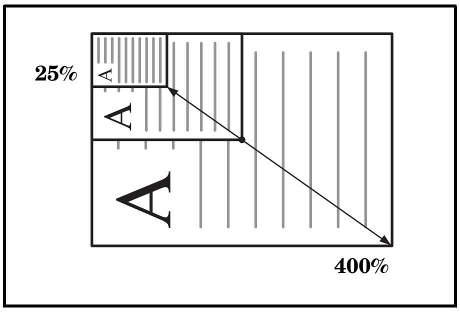
Metric specifications


Ready to copy. (Full Col.)
Paper Size
A4
141%
Set
1
2 A4 Plain
3 A4 Colour
4 A4 Plain
APS
B Bypass Plain
Auto Exposure
Exposure mode
141 %
AMS
100%
Reduce/ Enlarge
Text+Photo
Text
Orig.image quality
Merge copy
Image quality
Reduce/ Enlarge
Basic
User choice
Function
Colour func.
Program

3. Press the [Start] key to begin the copying procedure.

Zoom mode

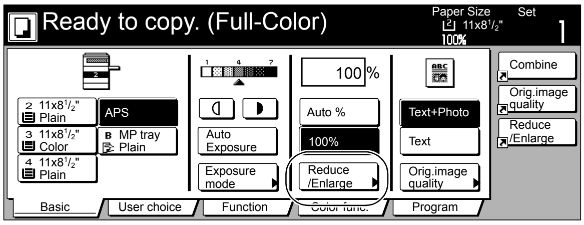
With this mode, the magnification ratio can be set to any 1% increment between 25% and 400%.



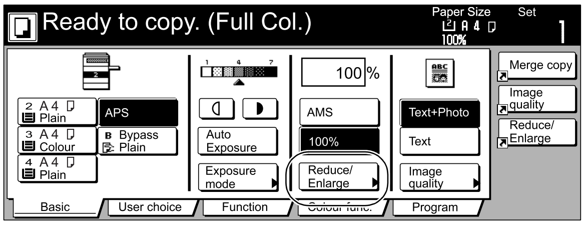
1 Set the original to be copied.

2 Press the “Reduce/Enlarge” key.
The “Reduce/Enlarge” screen will be displayed.

Inch specifications

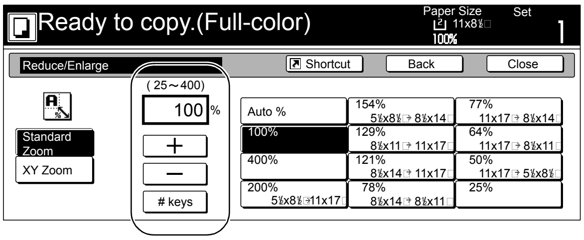

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
2 11x8½" Plain
3 11x8½" Color
4 11x8½" Plain
APS
B MP tray Plain
Auto Exposure
Exposure mode
100 %
Auto %
100%
Reduce /Enlarge
Text+Photo
Text
Orig.image quality
Combine
Orig.image quality
Reduce /Enlarge
Basic
User choice
Function
Colour func.
Program

Metric specifications

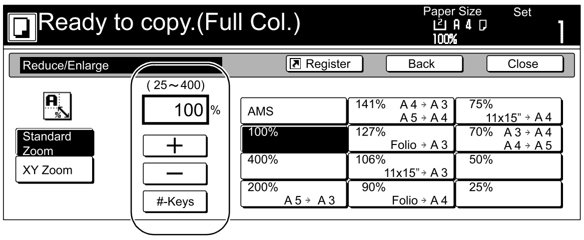

Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
2 A4 Plain
3 A4 Colour
4 A4 Plain
APS
B Bypass Plain
Auto Exposure
Exposure mode
100 %
AMS
100%
Reduce/ Enlarge
Text+Photo
Text
Image quality
Merge copy
Image quality
Reduce/ Enlarge
Basic
User choice
Function
Colour func.
Program

3 Press the “+” key or the “-” key to change the displayed magnification ratio to the desired setting.
The desired magnification ratio can also be entered directly by pressing the “# keys” [“#-Keys”] key and then using the keypad.

Inch specifications


Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Reduce/Enlarge
Shortcut
Back
Close
Standard Zoom
XY Zoom
(25～400)
100 %
+
−
# keys
Auto %
100%
400%
200% 5½x8½→11x17
154% 5½x8½→8½x14
129% 8½x11→11x17
121% 8½x14→11x17
78% 8½x14→8½x11
77% 11x17→8½x14
64% 11x17→8½x11
50% 11x17→5½x8½
25%

Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Reduce/Enlarge
Register
Back
Close
Standard Zoom
XY Zoom
(25～400)
100 %
+
−
#-Keys
AMS
100%
400%
200% A5→A3
141% A4→A3 A5→A4
127% Folio→A3
106% 11x15"→A3
90% Folio→A4
75% 11x15"→A4
70% A3→A4 A4→A5
50%
25%

4 Press the [Start] key to begin the copying procedure.

Preset zoom mode

With this mode, the magnification ratio can be set to one of the pre-set ratios:

Inch specifications

[Available magnification ratios]

Reduction 25%
50%: 11" × 17"→5 1/2" × 8 1/2"
64%: 11" × 17"→5 1/2" × 11"
77%: 11" × 17"→8 1/2" × 14"
78%: 8 1/2" × 14"→8 1/2" × 11"
Enlargement 121%: 8 1/2" × 14"→11" × 17"
129%: 8 1/2" × 11"→11" × 17"
154%: 5 1/2" × 8 1/2"→8 1/2" × 14"
200%: 5 1/2" × 8 1/2"→11" × 17"
400%

Metric specifications

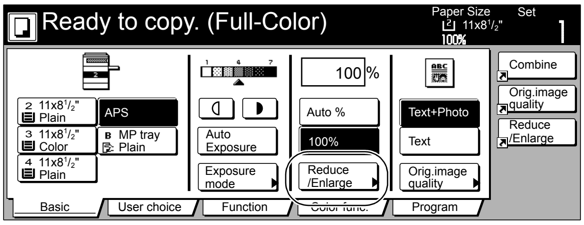
[Available magnification ratios]

Reduction 25%
50%
70%: A3→A4, A4→A5
75%: 11" × 15"→A4
90%: Folio→A4
Enlargement 106%: 11" × 15"→A3
127%: Folio→A3
141%: A4→A3, A5→A4
200%: A5→A3
400%

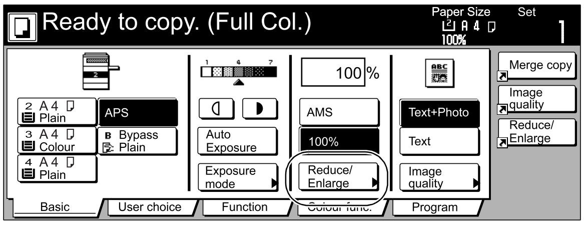
1 Set the original to be copied.

2 Press the “Reduce/Enlarge” key.
The “Reduce/Enlarge” screen will be displayed.

Inch specifications

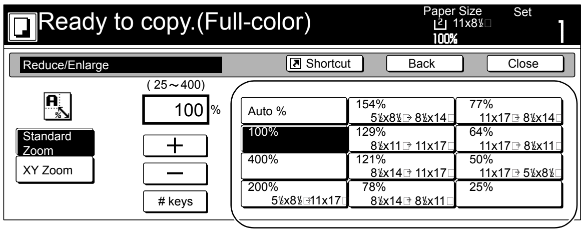

Ready to copy. (Full-Color)
Paper Size
Set
11x8 1/2"
100%
1
2 11x8 1/2" Plain
3 11x8 1/2" Color
4 11x8 1/2" Plain
APS
B MP tray Plain
Auto Exposure
Exposure mode
100%
Auto %
100%
Reduce /Enlarge
Text+Photo
Text
Orig.image quality
Combine
Orig.image quality
Reduce /Enlarge
Basic
User choice
Function
Colour func.
Program

Metric specifications

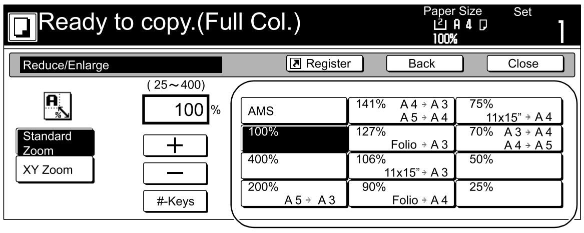

Ready to copy. (Full Col.)
Paper Size
Set
A 4
100%
1
2 A 4 Plain
3 A 4 Colour
4 A 4 Plain
APS
B Bypass Plain
Auto Exposure
Exposure mode
100%
AMS
100%
Reduce/ Enlarge
Text+Photo
Text
Image quality
Merge copy
Image quality
Reduce/ Enlarge
Basic
User choice
Function
Colour func.
Program

3 Press the preset zoom key that corresponds to the magnification ratio that you want to use.

Inch specifications


Ready to copy.(Full-color)
Paper Size
Set
11x8½
100%
1
Reduce/Enlarge
Shortcut
Back
Close
(25～400)
100 %
Standard Zoom
XY Zoom
+
−
# keys
Auto %
100%
400%
200% 5½x8½→11x17
154% 5½x8½→8½x14
129% 8½x11→11x17
121% 8½x14→11x17
78% 8½x14→8½x11
77% 11x17→8½x14
64% 11x17→8½x11
50% 11x17→5½x8½
25%

Metric specifications


Ready to copy.(Full Col.)
Paper Size
Set
A 4
100%
1
Reduce/Enlarge
Register
Back
Close
(25～400)
100 %
Standard Zoom
XY Zoom
+
−
#-Keys
AMS
100%
400%
200% A 5 → A 3
141% A 4 → A 3 A 5 → A 4
127% Folio → A 3
106% 11x15" → A 3
90% Folio → A 4
75% 11x15" → A 4
70% A 3 → A 4 A 4 → A 5
50%
25%

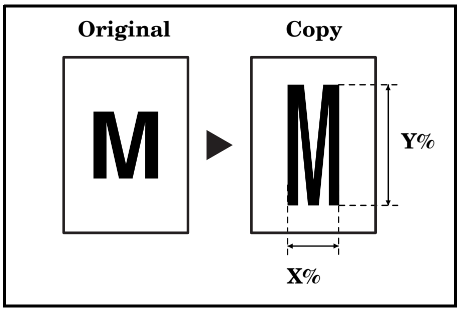
NOTES

- You can also change the magnification ratio in 1% increments by pressing the “+” key or the “-” key, as appropriate.
- The desired magnification ratio can also be entered directly by pressing the corresponding “# keys” [“#-Keys”] key and then using the keypad.

4 Press the [Start] key to begin the copying procedure.

XY zoom mode

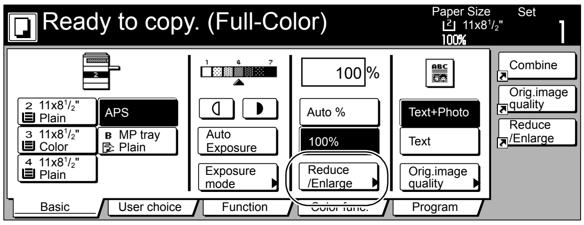
With this mode, it is possible for you to select the length and width of the copy image separately. The magnification ratio can be set to any 1% increment between 25% and 400%.


Original
Copy
M
M
Y%
X%

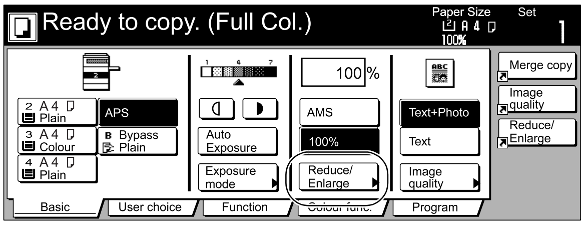
1 Set the originals to be copied.

2 Press the “Reduce/Enlarge” key.
The “Reduce/Enlarge” screen will be displayed.

Inch specifications

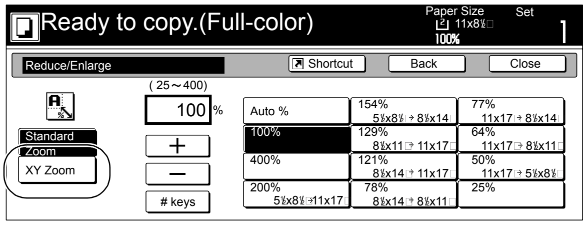

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
2 11x8½" Plain
3 11x8½" Color
4 11x8½" Plain
APS
B MP tray Plain
Auto Exposure
Exposure mode
100%
Auto %
100%
Reduce /Enlarge
Text+Photo
Text
Orig.image quality
Combine
Orig.image quality
Reduce /Enlarge
Basic
User choice
Function
Colour func.
Program

Metric specifications

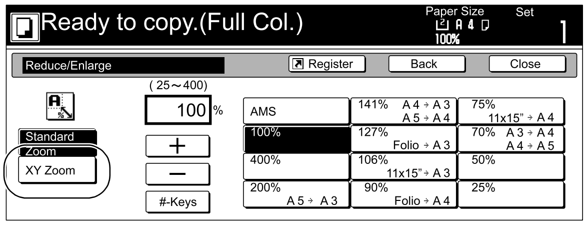

Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
2 A4 Plain
3 A4 Colour
4 A4 Plain
APS
B Bypass Plain
Auto Exposure
Exposure mode
100%
AMS
100%
Reduce/ Enlarge
Text+Photo
Text
Image quality
Merge copy
Image quality
Reduce/ Enlarge
Basic
User choice
Function
Colour func.
Program

3 Press the “XY Zoom” key.
The screen to select the magnification ratio will be displayed.

Inch specifications

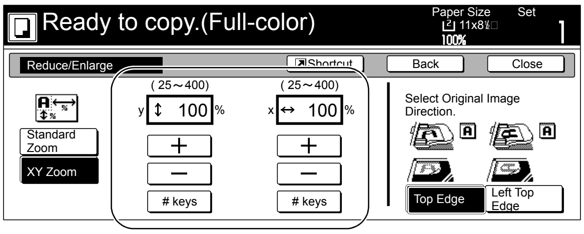

Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Reduce/Enlarge
Shortcut
Back
Close
(25～400)
100 %
+
−
# keys
Standard Zoom
XY Zoom
Auto %
100%
400%
200% 5½x8½→11x17
154% 5½x8½→8½x14
129% 8½x11→11x17
121% 8½x14→11x17
78% 8½x14→8½x11
77% 11x17→8½x14
64% 11x17→8½x11
50% 11x17→5½x8½
25%

Metric specifications

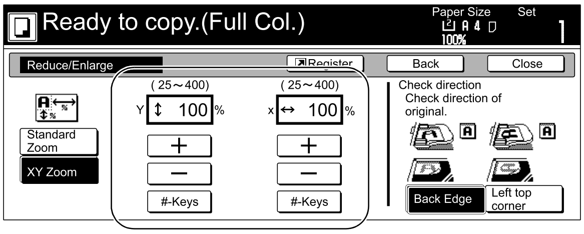

Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Reduce/Enlarge
Register
Back
Close
(25～400)
100 %
+
−
#-Keys
Standard Zoom
XY Zoom
AMS
100%
400%
200% A5→A3
141% A4→A3 A5→A4
127% Folio→A3
106% 11x15"→A3
90% Folio→A4
75% 11x15"→A4
70% A3→A4 A4→A5
50%
25%

4 Press the “+” key or the “-” key, as appropriate, specify the desired magnification ratio for the width and then the length of the image.
The desired magnification ratio can also be entered directly by pressing the corresponding “# keys” [“#-Keys”] key and then using the keypad.

Inch specifications


Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Reduce/Enlarge
Shortcut
Back
Close
Standard Zoom
XY Zoom
(25～400)
y 100 %
+
−
# keys
(25～400)
x 100 %
+
−
# keys
Select Original Image Direction.
Top Edge
Left Top Edge

Metric specifications

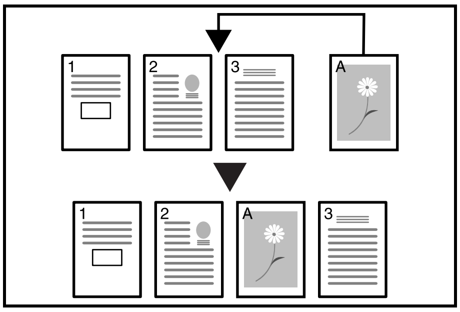

Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Reduce/Enlarge
Register
Back
Close
Standard Zoom
XY Zoom
(25～400)
Y 100 %
+
−
#-Keys
(25～400)
x 100 %
+
−
#-Keys
Check direction
Check direction of original.
Back Edge
Left top corner

5 Press the appropriate key on the right side of the touch panel to specify the direction in which the original was set.

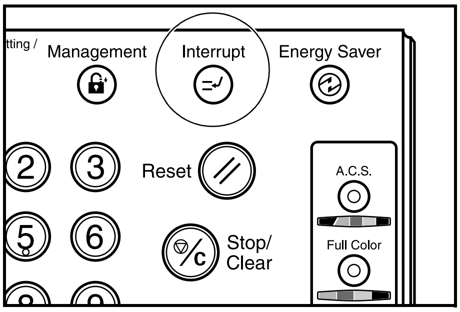
6 Press the [Start] key to begin the copying procedure.

Interrupt copying

Interrupt copying is useful if, during one copy job, you want to copy other originals at different settings. Once the rush job is completed, the interrupted copy job can be resumed at the same settings as before.

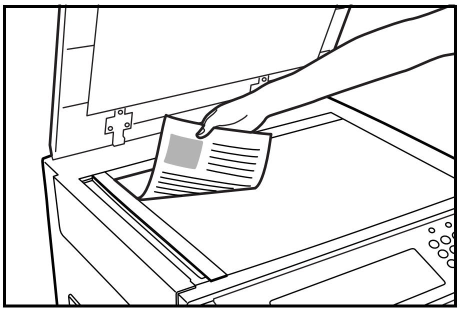


1 Press the [Interrupt] key to light the lamp in the [Interrupt] key.
"Interrupt mode OK" will be displayed.

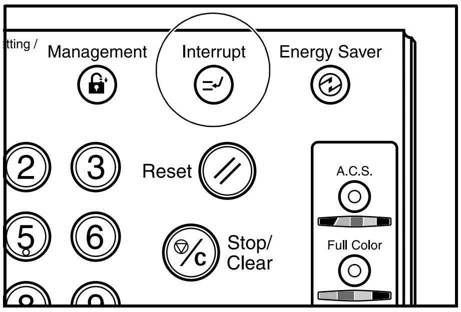

tting /
Management
Interrupt
Energy Saver
2
3
Reset
A.C.S.
5
6
Stop/
Clear
Full Color

2 Remove the originals that were currently being copied and put them aside.

3 Set the new originals and perform the desired copy procedure.



4 When copying is completed, press the [Interrupt] key once again, and replace the newly copied originals with the ones removed before.
Then, press the [Start] key. The interrupted copy job will be resumed.


tting /
Management
Interrupt
Energy Saver
2
3
Reset
A.C.S.
5
6
Stop/
Clear
Full Color

NOTE
Copy will be resumed using the data that was scanned into the hard disk. There is no need to rescan the same original data.

Making 2-sided copies from various types of originals [2-sided copy modes]

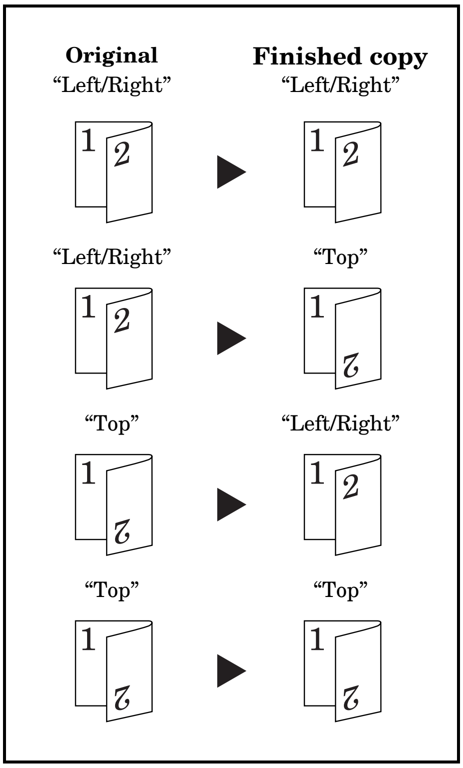
With these modes, 2-sided copies can be made from a variety of originals including open-faced (books, etc.) or 2-sided originals.

NOTES

- 2-sided copying is not possible from the MP tray.

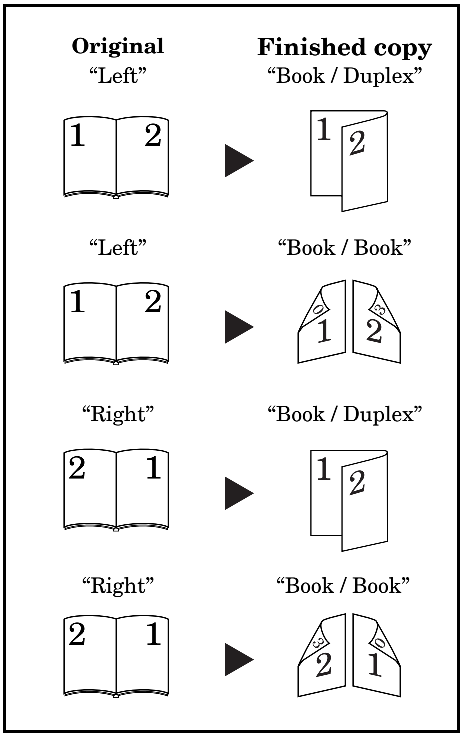
Making 2-sided copies from a 2-sided original

With this mode, a 2-sided original is copied and the front and back sides of the copy paper are used so that the copy looks just like the original.


Original
Finished copy
"Left/Right"
"Left/Right"
"Left/Right"
"Top"
"Top"
"Left/Right"
"Top"
"Top"

Making 2-sided copies from an open-faced (books, etc.) original

With this mode, the two facing pages of a book or magazine are copied separately onto the front and back sides of the copy paper by simply pressing the [Start] key.

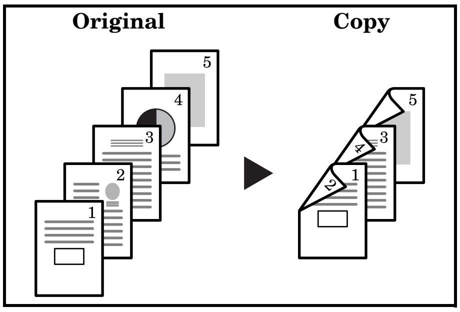

Original
Finished copy
"Left"
"Book / Duplex"
"Left"
"Book / Book"
"Right"
"Book / Duplex"
"Right"
"Book / Book"

NOTE

Only 8 1/2" × 11", 11" × 17", A5R, B5R, A4R, B4 and A3 size originals can be used in this mode.

Making 2-sided copies from one-sided originals

With this mode, multiple one-sided originals are copied onto the front and back sides of the copy paper. If you are copying an odd number of originals, the back side of the last copy page will be blank.

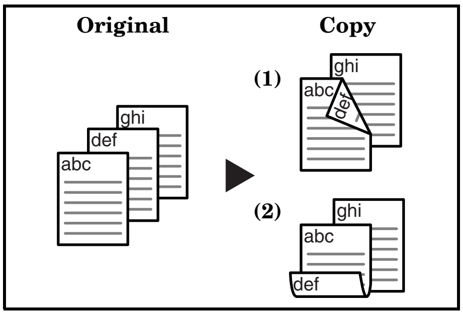

Original
Copy
5
4
3
2
1
5
3
4
1
2

NOTE

The image that is copied onto the back side of the copies can also be rotated 180 degrees.

(1) If you chose the “Open from left/right” [“Left/Right binding”] setting for finished copies:
The back side of the copies will be created with the same orientation as the originals.

(2) If you chose the “Open from top” [“Top binding”] setting for finished copies:
The image that is copied onto the back side of the copies will be rotated 180 degrees. If you then bind the copy set at the top, the images will be oriented in the same direction when flipped up like a calendar, etc.

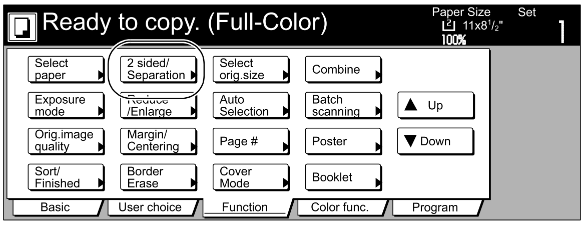

Original
Copy
ghi
def
abc
(1)
ghi
abc
def
(2)
ghi
abc
def

1 Set the originals to be copied.

2 Press the “Function” tab.
The content of the “Function” tab will be displayed.

3 Press the “2 sided/Separation” [“2-sided/Split”] key.
The “2 sided/Separation” [“2-sided/Split”] screen will be displayed.

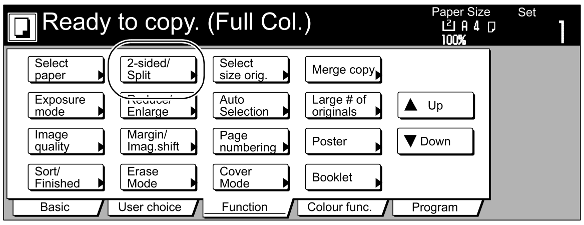
Inch specifications



Ready to copy. (Full-Color)

Paper Size
Set
11x8½"
100%
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
▲ Up
Orig.image quality
Margin/ Centering
Page #
Poster
▼ Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications

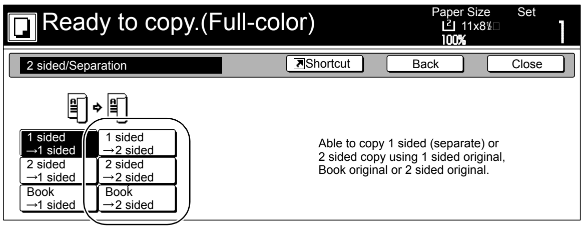


Ready to copy. (Full Col.)

Paper Size
Set
A4
100%
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
▲ Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
▼ Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

4 If you are copying from 2-sided originals, press the “2 sided→2 sided” [“2-sided→2-sided”] key. If you are copying from open-faced originals, press the “Book→2 sided” [“Book→2-sided”] key. If you are copying from 1-sided originals, press the “1 sided→2 sided” [“1-sided→2-sided”] key.
If you selected “2 sided→2 sided” [“2-sided→2-sided”] or “Book→2 sided” [“Book→2-sided”], go to the next step.
If you selected “1 sided→2 sided” [“1-sided→2-sided”], go directly to step 6.

Inch specifications

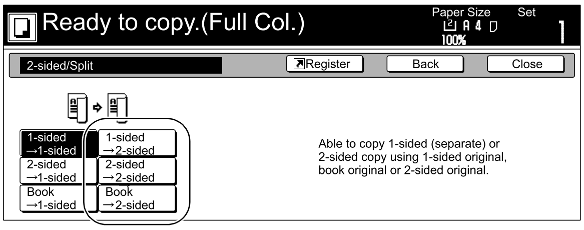


Ready to copy.(Full-color)

Able to copy 1 sided (separate) or 2 sided copy using 1 sided original, Book original or 2 sided original.

Paper Size
Set
11x8½
100%
1
2 sided/Separation
Shortcut
Back
Close
1 sided →1 sided
2 sided →1 sided
Book →1 sided
1 sided →2 sided
2 sided →2 sided
Book →2 sided

Metric specifications



Ready to copy.(Full Col.)

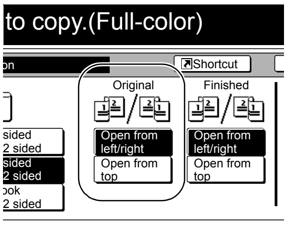
Able to copy 1-sided (separate) or 2-sided copy using 1-sided original, book original or 2-sided original.

Paper Size
Set
A4
100%
1
2-sided/Split
Register
Back
Close
1-sided →1-sided
2-sided →1-sided
Book →1-sided
1-sided →2-sided
2-sided →2-sided
Book →2-sided

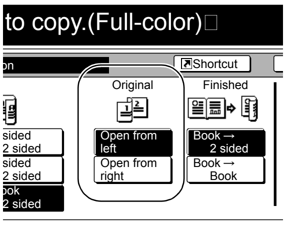
5 Specify the binding direction of the originals.

Inch specifications

for 2-sided originals

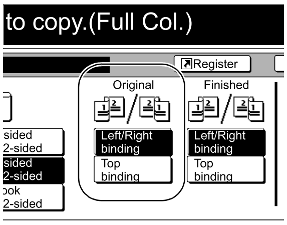

to copy.(Full-color)
Shortcut
Original
Finished
Open from left/right
Open from top
Open from left/right
Open from top
sided
2 sided
sided
2 sided
ook
2 sided

for open-faced originals

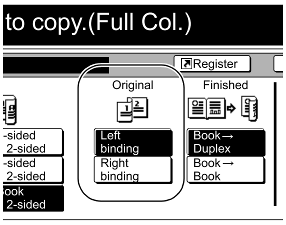

to copy.(Full-color)
Shortcut
Original
Finished
Open from left
Open from right
Book → 2 sided
Book → Book
sided
2 sided
sided
2 sided
ok
2 sided

Metric specifications

for 2-sided originals


to copy.(Full Col.)
Register
Original
Finished
Left/Right binding
Top binding
Left/Right binding
Top binding
sided
2-sided
sided
2-sided
ook
2-sided

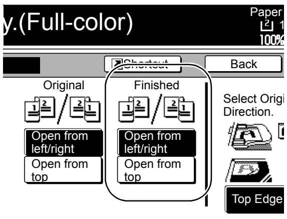
for open-faced originals


to copy.(Full Col.)
Register
Original
Finished
Left binding
Right binding
Book→ Duplex
Book→ Book
-sided
2-sided
-sided
2-sided
ook
2-sided

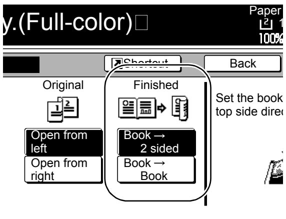
6 Select the binding direction you want for the finished copies.

Inch specifications

for 1-sided or 2-sided originals

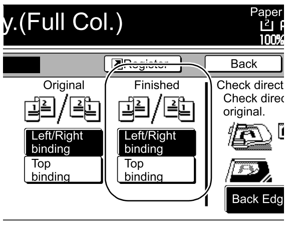

y.(Full-color)
Paper
100%
Shortcut
Back
Original
Finished
Open from left/right
Open from top
Open from left/right
Open from top
Select Origi
Direction.
Top Edge

for open-faced originals

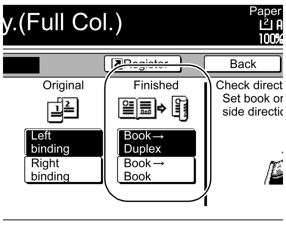

y.(Full-color)
Paper
100%
Shortcut
Back
Original
Finished
Open from left
Open from right
Book → 2 sided
Book → Book
Set the book
top side dire

Metric specifications

for 1-sided or 2-sided originals


y.(Full Col.)
Paper
100%
Register
Back
Original
Finished
Left/Right binding
Top binding
Left/Right binding
Top binding
Check direct
Check direc
original.
Back Edg

for open-faced originals

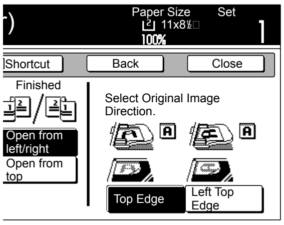

y.(Full Col.)
Paper
100%
Register
Back
Original
Finished
Left binding
Right binding
Book→ Duplex
Book→ Book
Check direct
Set book or
side directio

7 Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

IMPORTANT!
If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

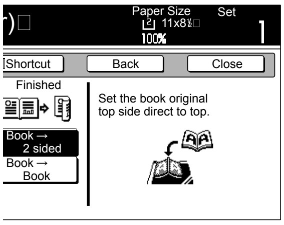
Inch specifications

for 1-sided or 2-sided originals


Paper Size
Set
11x8½
100%
Shortcut
Back
Close
Finished
Open from left/right
Open from top
Top Edge
Left Top Edge

Select Original Image Direction.

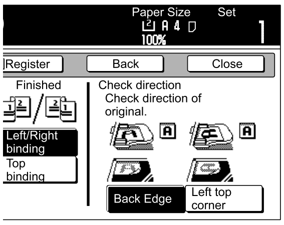
for open-faced originals


Paper Size
Set
11x8½
100%
Shortcut
Back
Close
Finished
Book → 2 sided
Book → Book

Set the book original top side direct to top.

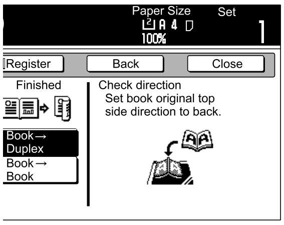
Metric specifications

for 1-sided or 2-sided originals


Paper Size
Set
A4
100%
Register
Back
Close
Finished
Left/Right binding
Top binding
Back Edge
Left top corner

Check direction
Check direction of original.

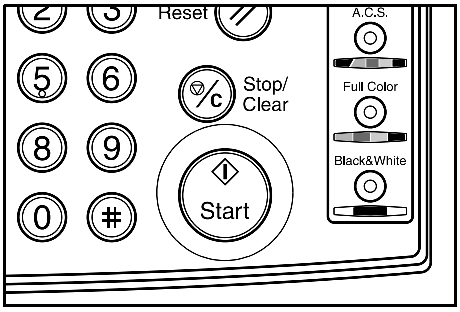
for open-faced originals


Paper Size
Set
A4
100%
Register
Back
Close
Finished
Book→ Duplex
Book→ Book

Check direction
Set book original top side direction to back.

8 Press the [Start] key.
Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.
If you set an original on the platen, a message will be displayed telling you to set the next original. In this case, go to the next step.


Reset
A.C.S.
5
6
Stop/ Clear
Full Color
8
9
Black&White
0
#
Start

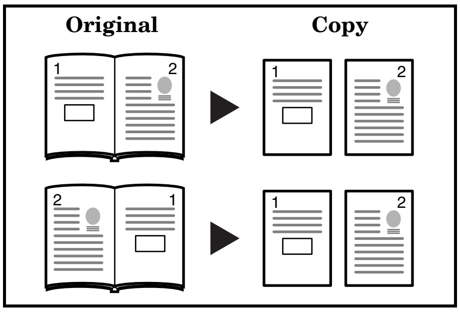
9 Replace the first original with the next one and press the [Start] key.
Scanning of that next original will start.

10 Once you have finished scanning all of the originals, press the “Scanning finished” key.
Copying will start.

Copying two-page originals onto separate sheets [Page separation/Split copy modes]

Page separation/Split copy from book originals

With this mode, the two facing pages of an open-faced original such as a book, a magazine, and the like are each copied onto a separate sheet of paper.



NOTE

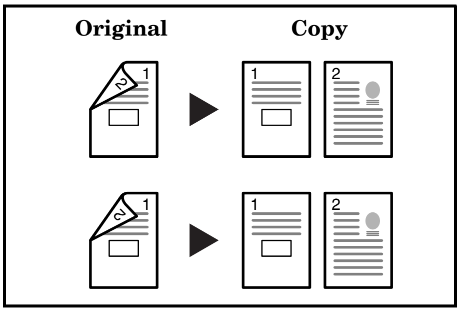
Inch specifications
Only 8 1/2" × 11", 11" × 17", A5, B5R, A4R, B4 and A3 size originals and 11" × 8 1/2" or 8 1/2" × 11" size copy paper can be used in this mode. Depending upon the size of the originals, the image will be enlarged or reduced to fit the size of the copy paper.

Metric specifications
Only 8 1/2" × 11", 11" × 17", A5, B5R, A4R, B4 and A3 size originals and A4R and A4 (B5R or B5 for B4 originals) size copy paper can be used in this mode. Depending upon the size of the originals, the image will be enlarged or reduced to fit the size of the copy paper.

Metric specifications (Asia Pacific)
Only 8 1/2" × 11", 11" × 17", A5, B5R, A4R, B4 and A3 size originals and B5R, B5, A4R or A4 size copy paper can be used in this mode. Depending upon the size of the originals, the image will be enlarged or reduced to fit the size of the copy paper.

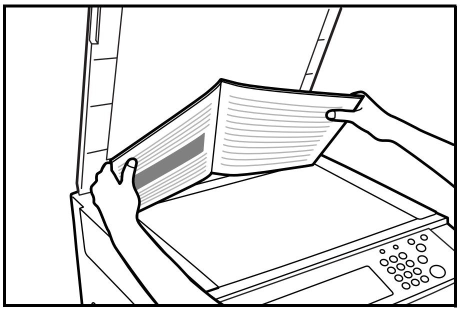
Page separation/Split copy from 2-sided originals

With this mode, the two sides of a 2-sided original are each copied onto a separate sheet of paper.



NOTE
The Document Processor (option) must be installed on your copier in order to use this mode.

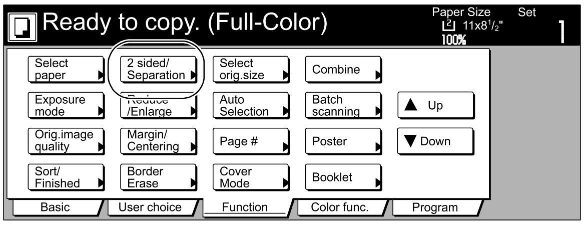
1 Set the originals to be copied.



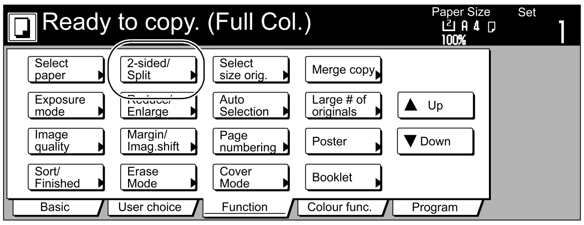
2 Press the “Function” tab.
The content of the “Function” tab will be displayed.

3 Press the “2 sided/Separation” [“2-sided/Split”] key. The “2 sided/Separation” [“2-sided/Split”] screen will be displayed.

Inch specifications

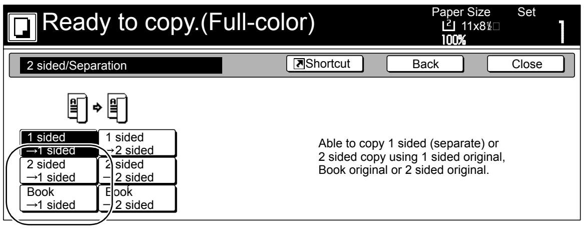

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
Up
Orig.image quality
Margin/ Centering
Page #
Poster
Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

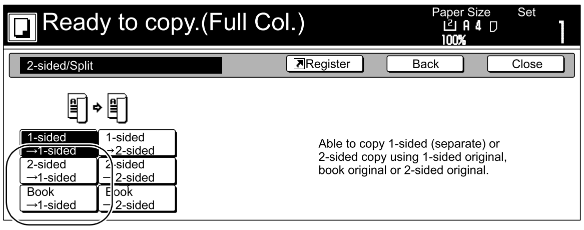
4 Press the “Book→1 sided” [“Book→1-sided”] key or the “2 sided→1 sided” [“2-sided→1-sided”] key, as appropriate to the type of originals being copied and the type of finished copies to be made.

Inch specifications


Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
2 sided/Separation
Shortcut
Back
Close
1 sided →1 sided
1 sided →2 sided
2 sided →1 sided
2 sided →2 sided
Book →1 sided
Book →2 sided

Able to copy 1 sided (separate) or 2 sided copy using 1 sided original, Book original or 2 sided original.

Metric specifications

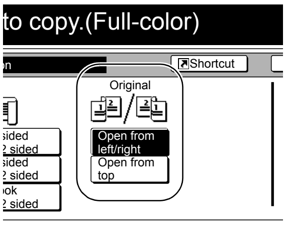

Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
2-sided/Split
Register
Back
Close
1-sided →1-sided
1-sided →2-sided
2-sided →1-sided
2-sided →2-sided
Book →1-sided
Book →2-sided

Able to copy 1-sided (separate) or 2-sided copy using 1-sided original, book original or 2-sided original.

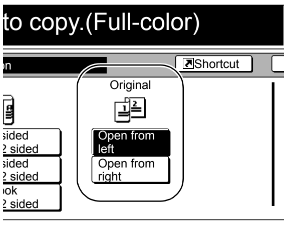
5 Specify the binding direction of the originals.

Inch specifications

for 2-sided originals

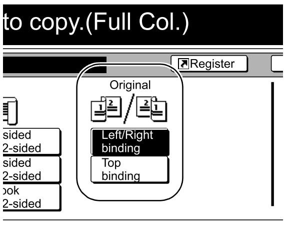

to copy.(Full-color)
Shortcut
Original
Open from left/right
Open from top

for open-faced originals

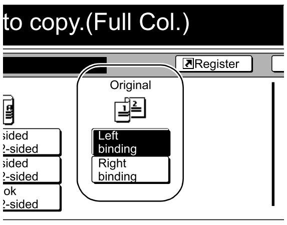

to copy.(Full-color)
Shortcut
Original
Open from left
Open from right

Metric specifications

for 2-sided originals


to copy.(Full Col.)
Register
Original
Left/Right binding
Top binding

for open-faced originals

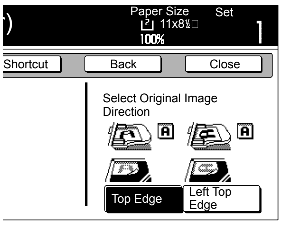

to copy.(Full Col.)
Register
Original
Left binding
Right binding

6 Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

IMPORTANT!
If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

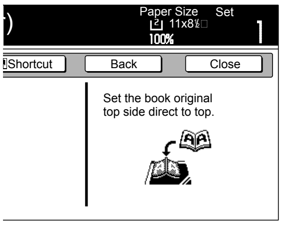
Inch specifications

for 2-sided originals


Paper Size
11x8½
100%
Set
1
Shortcut
Back
Close
Top Edge
Left Top Edge

Select Original Image Direction

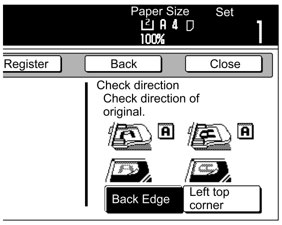
for open-faced originals


Paper Size
11x8½
100%
Set
1
Shortcut
Back
Close

Set the book original top side direct to top.

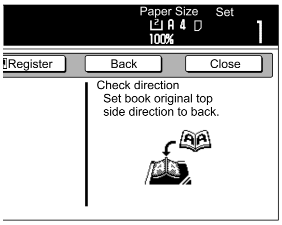
Metric specifications

for 2-sided originals


Paper Size
A4
100%
Set
1
Register
Back
Close
Back Edge
Left top corner

Check direction
Check direction of original.

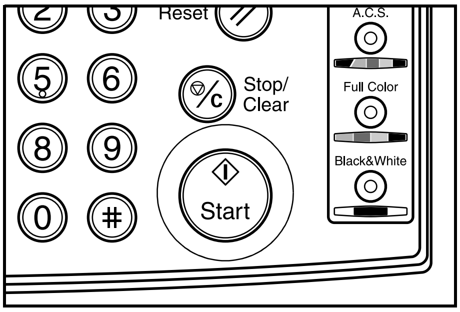
for open-faced originals


Paper Size
A4
100%
Set
1
Register
Back
Close

Check direction
Set book original top side direction to back.

7 Press the [Start] key.
Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.
If you set an original on the platen, a message will be displayed telling you to set the next original. In this case, go to the next step.



8 Replace the first original with the next one and press the [Start] key.
Scanning of that next original will start.

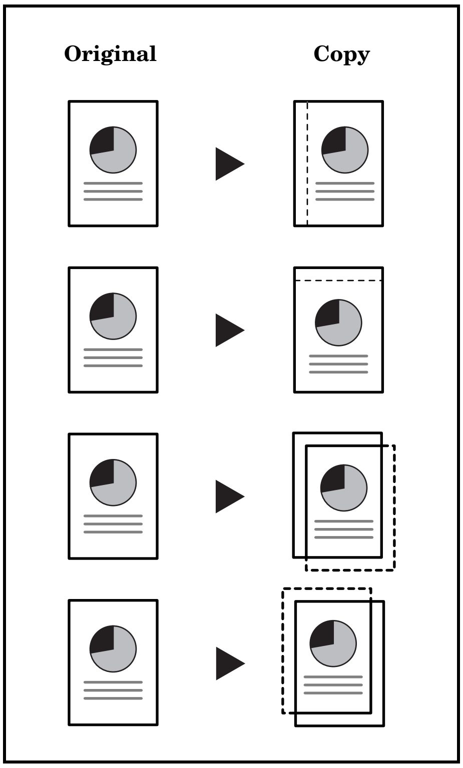
9 Once you have finished scanning all of the originals, press the “Scanning finished” key.
Copying will start.

Making a margin space on the copies [Margin mode]

Standard margin

Inch specifications
The image of the original can be shifted to the left or right and up or down to make a margin (blank) space on the copy. The width of each margin can be set to any 1/8" increment between 0" and 3/4". A setting of "0" will leave no margin space.

Metric specifications
The image of the original can be shifted to the left or right and up or down to make a margin (blank) space on the copy. The width of each margin can be set to any 1 mm increment between 0 mm and 18 mm. A setting of "0" will leave no margin space.



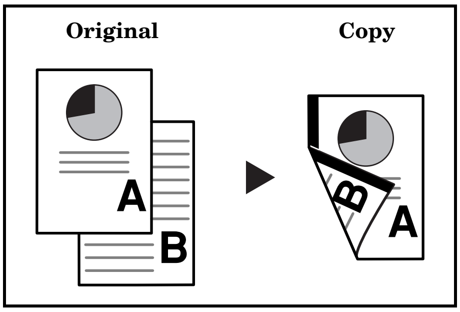
NOTES

- It is also possible for you to select the default setting for the location and width of the margins.
  (See "**Margin width**" on page 7-90.)
- If you select to have a left margin created during 2-sided copying and the location for the back side margin is set to "Auto", a right margin that is the same width as the margin on the front side will be automatically created on the back side of the copies.

Separate front and back margin settings

Inch specifications
When you are making 2-sided copies, the margin positions and widths can be selected separately for the front and back sides. The width of each margin can be set to any 1/8" increment between 0" and 3/4". A setting of "0" will leave no margin space.

Metric specifications
When you are making 2-sided copies, the margin positions and widths can be selected separately for the front and back sides. The width of each margin can be set to any 1 mm increment between 0 mm and 18 mm. A setting of "0" will leave no margin space.



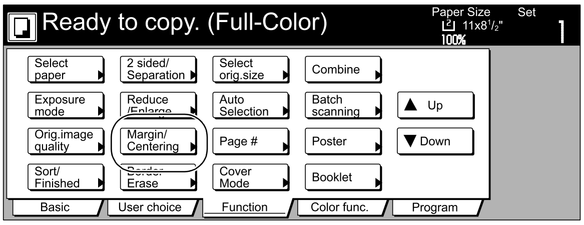
1 Set the originals to be copied.

IMPORTANT!
Set originals so that the top edge is facing either the back or the left of the copier. Setting them in the wrong direction may cause the margin to be created in the incorrect position.

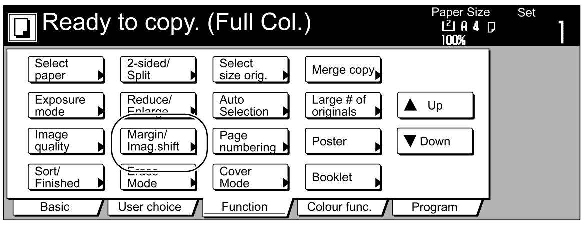
2 Press the "Function" tab.
The content of the "Function" tab will be displayed.

3 Press the “Margin/Centering” [“Margin/Imag.shift”] key. The “Margin/Centering” [“Margin/Image shift”] screen will be displayed.

Inch specifications

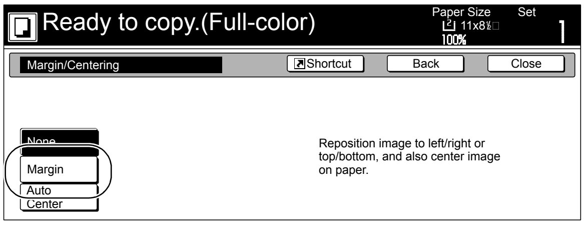

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
▲ Up
Orig.image quality
Margin/ Centering
Page #
Poster
▼ Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
▲ Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
▼ Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

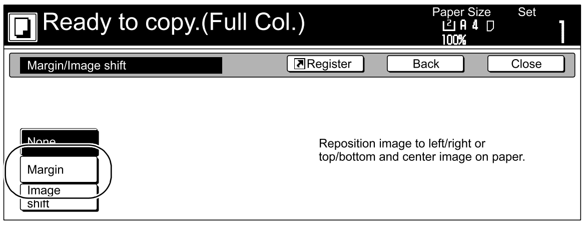
4 Press the “Margin” key.
The screen to set the front side margin will be displayed.

Inch specifications


Ready to copy.(Full-color)

Reposition image to left/right or top/bottom, and also center image on paper.
Paper Size
11x8½
100%
Set
1
Margin/Centering
Shortcut
Back
Close
None
Margin
Auto Center

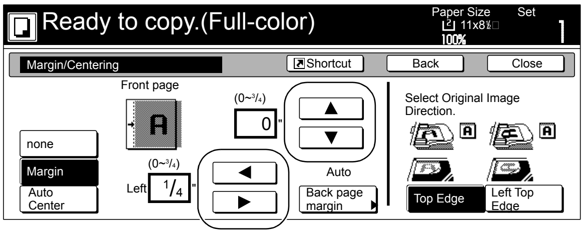
Metric specifications


Ready to copy.(Full Col.)

Reposition image to left/right or top/bottom and center image on paper.
Paper Size
A4
100%
Set
1
Margin/Image shift
Register
Back
Close
None
Margin
Image shift

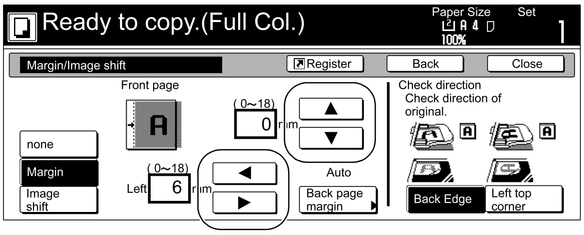
5 Use the “▲” key, the “▼” key, the “◀” key and the “▶” key to select the desired location and width of each margin.

Inch specifications


Ready to copy.(Full-color)

Select Original Image Direction.
Paper Size
11x8½
100%
Set
1
Margin/Centering
Shortcut
Back
Close
Front page
none
Margin
Auto Center
(0~¾)
0"
Left
(0~¾)
¼"
▲
▼
◀
▶
Auto
Back page margin
Top Edge
Left Top Edge

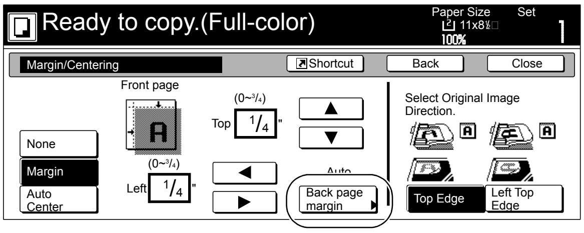
Metric specifications


Ready to copy.(Full Col.)

Check direction
Check direction of original.
Paper Size
A4
100%
Set
1
Margin/Image shift
Register
Back
Close
Front page
none
Margin
Image shift
(0~18)
0 mm
Left
(0~18)
6 mm
▲
▼
◀
▶
Auto
Back page margin
Back Edge
Left top corner

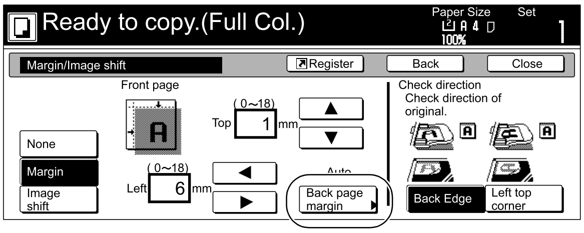
6 If you are making 2-sided copies, press the “Back page margin” key.
The “Back page margin” screen will be displayed.

Inch specifications


Ready to copy.(Full-color)

Select Original Image Direction.
Paper Size
11x8½
100%
Set
1
Margin/Centering
Shortcut
Back
Close
Front page
None
Margin
Auto Center
(0~¾)
Top
¼"
(0~¾)
Left
¼"
▲
▼
◀
▶
Auto
Back page margin
Top Edge
Left Top Edge

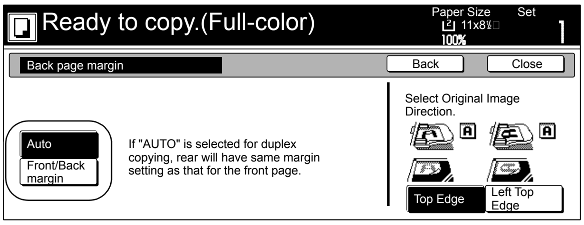
Metric specifications


Ready to copy.(Full Col.)

Check direction
Check direction of original.
Paper Size
A4
100%
Set
1
Margin/Image shift
Register
Back
Close
Front page
None
Margin
Image shift
(0~18)
Top
1 mm
(0~18)
Left
6 mm
▲
▼
◀
▶
Auto
Back page margin
Back Edge
Left top corner

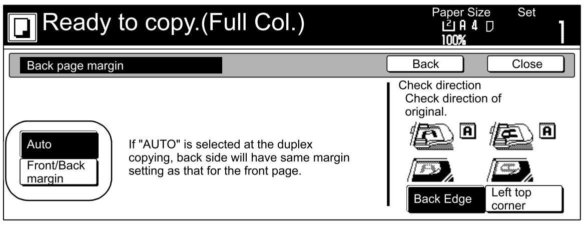
7 If you want to create a margin on the back side of the copies that lines up with that on the front side, press the “Auto” key.
If you want to set the margins for the front and back sides separately, press the “Front/Back margin” key.
The screen to set the back side margin will be displayed.

Inch specifications


Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Back page margin
Back
Close
Auto
Front/Back margin
Select Original Image Direction.
Top Edge
Left Top Edge

If "AUTO" is selected for duplex copying, rear will have same margin setting as that for the front page.

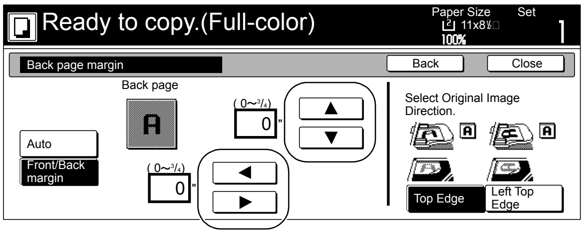
Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Back page margin
Back
Close
Auto
Front/Back margin
Check direction
Check direction of original.
Back Edge
Left top corner

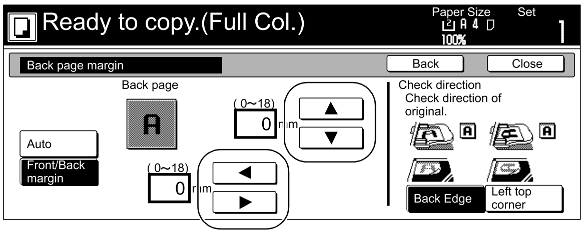
If "AUTO" is selected at the duplex copying, back side will have same margin setting as that for the front page.

8 Use the “▲” key, the “▼” key, the “◀” key and the “▶” key to select the desired location and width of each margin.

Inch specifications


Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Back page margin
Back
Close
Back page
Auto
Front/Back margin
(0~3/4)
0"
(0~3/4)
0"
▲
▼
◀
▶
Select Original Image Direction.
Top Edge
Left Top Edge

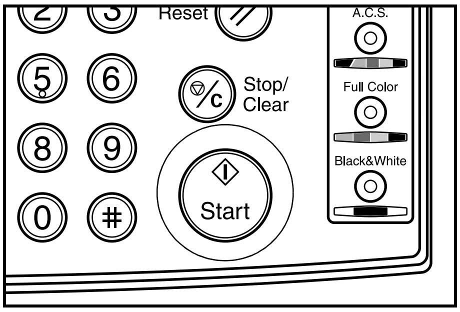
Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Back page margin
Back
Close
Back page
Auto
Front/Back margin
(0~18)
0 mm
(0~18)
0 mm
▲
▼
◀
▶
Check direction
Check direction of original.
Back Edge
Left top corner

9 Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

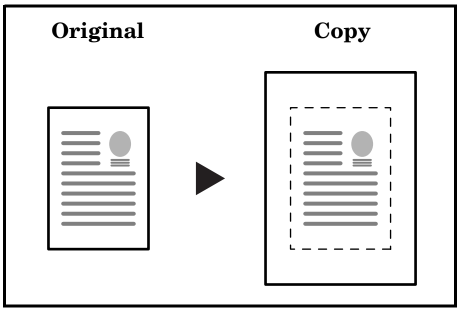
IMPORTANT!
If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

10 Press the [Start] key.
Copying will start.


Reset
5
6
8
9
0
#
Stop/ Clear
Start
A.C.S.
Full Color
Black&White

Centering the copy image [Centering/Image shift mode]

With this mode you can center the image on the copy paper when you copy onto a paper size that is larger than that of the original.


Original
Copy

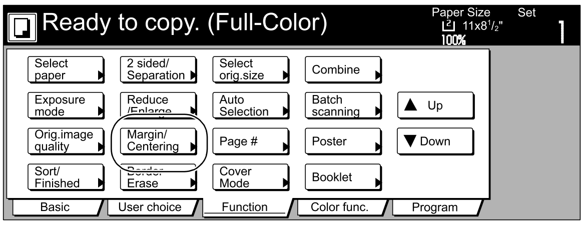
1 Set the originals to be copied.

IMPORTANT!
Set originals so that the top edge is facing either the back or the left of the copier. Setting them in the wrong direction may cause the image to be copied in the incorrect position.

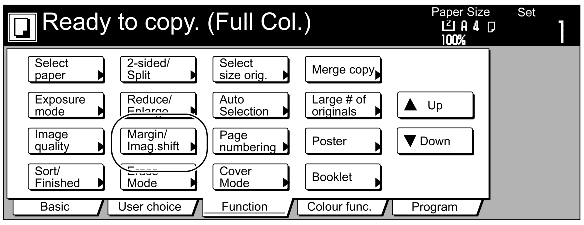
2 Press the “Function” tab.
The content of the “Function” tab will be displayed.

3 Press the “Margin/Centering” [“Margin/Imag.shift”] key.
The “Margin/Centering” [“Margin/Image shift”] screen will be displayed.

Inch specifications

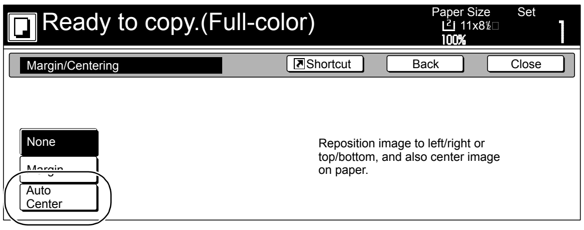

Ready to copy. (Full-Color)
Paper Size
Set
11x8 1/2"
100%
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
Up
Orig.image quality
Margin/ Centering
Page #
Poster
Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
Set
A4
100%
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

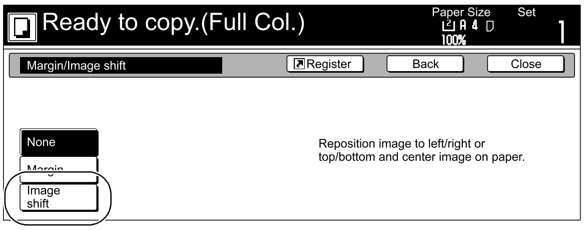
4 Press the “Auto Center” [“Image shift”] key.

Inch specifications


Ready to copy.(Full-color)

Reposition image to left/right or top/bottom, and also center image on paper.
Paper Size
Set
11x8½
100%
1
Margin/Centering
Shortcut
Back
Close
None
Margin
Auto Center

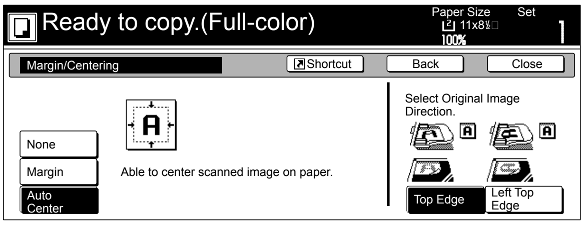
Metric specifications


Ready to copy.(Full Col.)

Reposition image to left/right or top/bottom and center image on paper.
Paper Size
Set
A4
100%
1
Margin/Image shift
Register
Back
Close
None
Margin
Image shift

5 Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

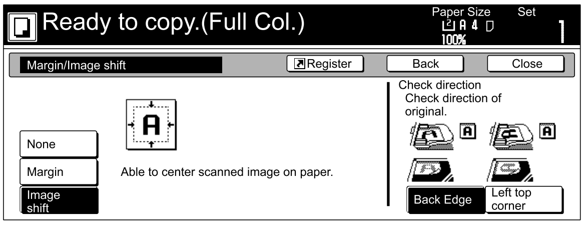
Inch specifications


Ready to copy.(Full-color)

Able to center scanned image on paper.

Select Original Image Direction.
Paper Size
Set
11x8½
100%
1
Margin/Centering
Shortcut
Back
Close
None
Margin
Auto Center
A
Top Edge
Left Top Edge

Metric specifications

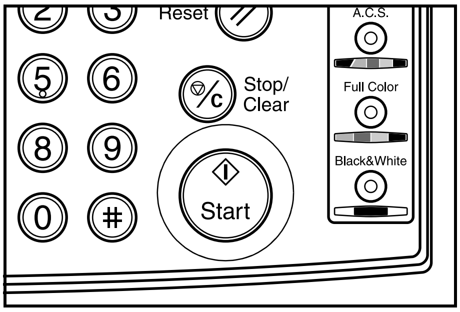

Ready to copy.(Full Col.)

Able to center scanned image on paper.

Check direction
Check direction of original.
Paper Size
Set
A4
100%
1
Margin/Image shift
Register
Back
Close
None
Margin
Image shift
A
Back Edge
Left top corner

IMPORTANT!
If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

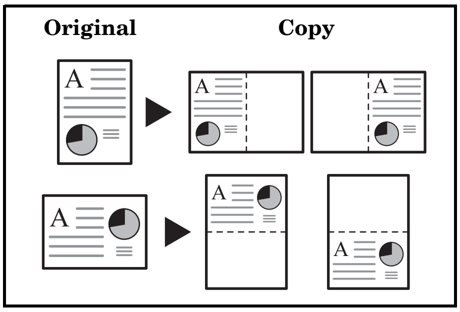
6 Press the [Start] key.
Copying will start.


Reset
Stop/
Clear
Start
A.C.S.
Full Color
Black&White

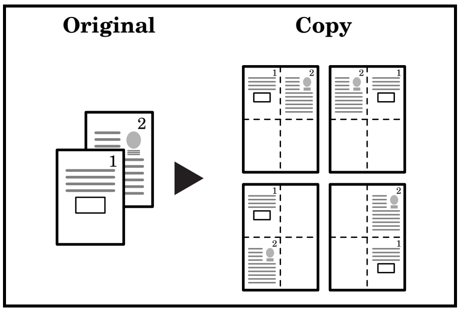
Adding a space next to the copy images for making notes [Memo mode]

With this mode you can leave a space for adding notes next to the copied image. It is also possible to fit the images of 2 originals onto the same copy page along with a blank space for each.

Copying one original onto one copy page (layout A)


Original
Copy
A

Copying two originals onto one copy page (layout B)


Original
Copy
1
2

NOTES

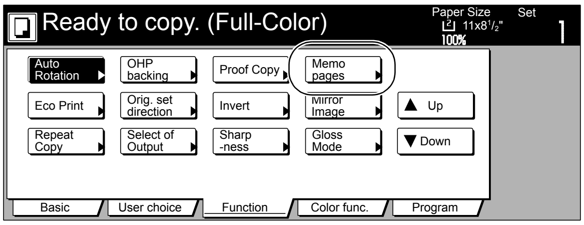
- Only originals and copy paper of standard sizes can be used in this mode.

1 Set the originals to be copied.

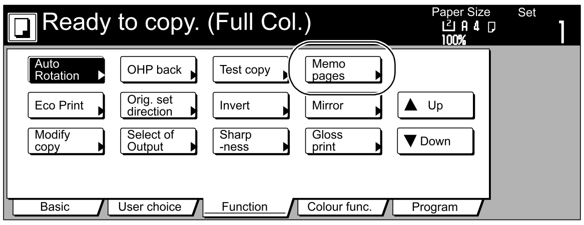
2 Press the “Function” tab and then the “▼ Down” key.
The content of the next portion of the “Function” tab will be displayed.

3 Press the “Memo pages” key.
The “Memo pages” screen will be displayed.

Inch specifications

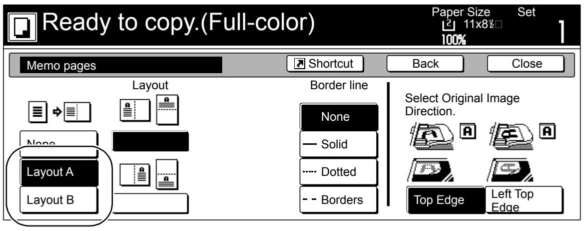

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Auto Rotation
OHP backing
Proof Copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror Image
▲ Up
Repeat Copy
Select of Output
Sharp -ness
Gloss Mode
▼ Down
Basic
User choice
Function
Color func.
Program

Metric specifications

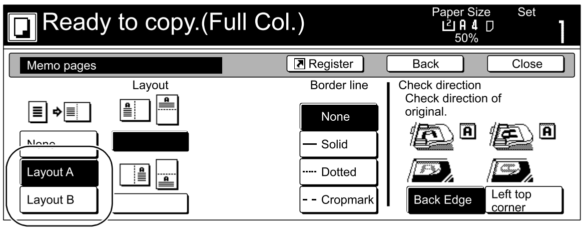

Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Auto Rotation
OHP back
Test copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror
▲ Up
Modify copy
Select of Output
Sharp -ness
Gloss print
▼ Down
Basic
User choice
Function
Colour func.
Program

4 Press the “Layout A” key or the “Layout B” key, as appropriate.
The screen to make the layout settings will be displayed.

Inch specifications


Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Memo pages
Shortcut
Back
Close
Layout
None
Layout A
Layout B
Border line
None
Solid
Dotted
Borders
Select Original Image Direction.
Top Edge
Left Top Edge

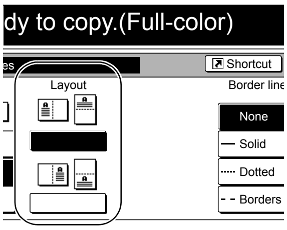
Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
50%
Set
1
Memo pages
Register
Back
Close
Layout
None
Layout A
Layout B
Border line
None
Solid
Dotted
Cropmark
Check direction
Check direction of original.
Back Edge
Left top corner

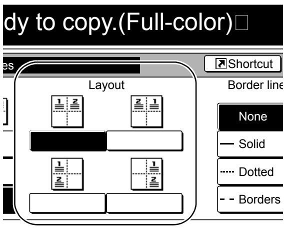
5 Select the desired direction of the layout.

Inch specifications

Layout A

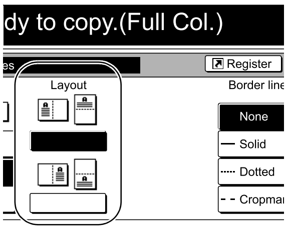

dy to copy.(Full-color)
Shortcut
Layout
Border line
None
Solid
Dotted
Borders

Layout B

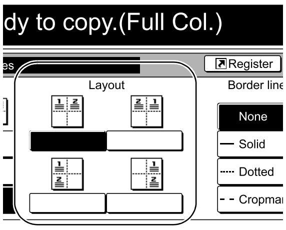

dy to copy.(Full-color)
Shortcut
Layout
Border line
None
Solid
Dotted
Borders

Metric specifications

Layout A


dy to copy.(Full Col.)
Register
Layout
Border line
None
Solid
Dotted
Cropmar

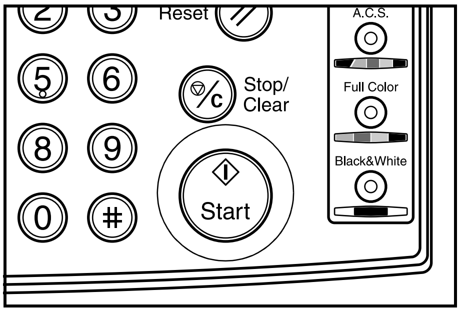
Layout B


dy to copy.(Full Col.)
Register
Layout
Border line
None
Solid
Dotted
Cropmar

6 Select the type of the borderline that you want to use to separate the different areas.

7 Press the [Start] key.
Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.
If you set an original on the platen, a message will be displayed telling you to set the next original. In this case, go to the next step.


Reset
5
6
8
9
0
#
Stop/
Clear
Start
A.C.S.
Full Color
Black&White

8 Replace the first original with the next one and press the [Start] key.
Scanning of that next original will start.

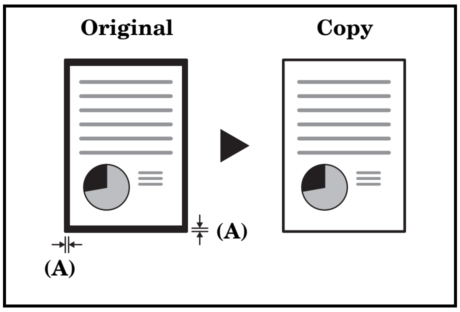
9 Once you have finished scanning all of the originals, press the “Scanning finished” key.
Copying will start.

Making copies with clean edges [Border erase modes]

Erasing blemishes from edges of copies (Sheet erase mode)

Inch specifications
With this mode, shadows, lines, etc., that occur around the edges of copies made from sheet originals can be erased. The width of the border to be erased can be set to any 1/8" increment between 0" and 3/4". A setting of "0" will result in no border being erased.
(The width of the border that will be erased is shown as a **(A)** in the illustration.)

Metric specifications
With this mode, shadows, lines, etc., that occur around the edges of copies made from sheet originals can be erased. The width of the border to be erased can be set to any 1 mm increment between 0 mm and 18 mm. A setting of "0" will result in no border being erased.
(The width of the border that will be erased is shown as **(A)** in the illustration.)

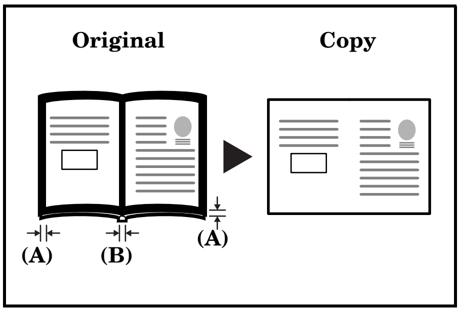


NOTE
It is possible for you to change the default setting for the width of the erased border. (See "**Erased border width**" on page 7-91.)

Erasing blemishes from the edges and middle of copies made from books (Book erase mode)

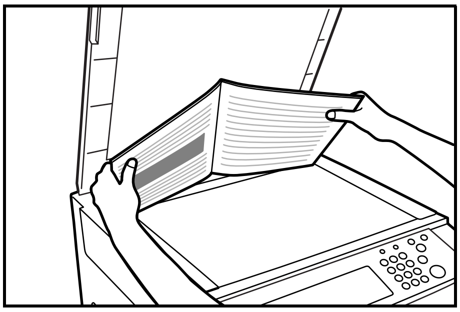
Inch specifications
With this mode, you can make clean copies, even from thick books. The width of the outside border to be erased can be set to any 1/8" increment between 0" and 3/4". The width of the center area to be erased can be set to any 1/8" increment between 0" and 1 1/2".
A setting of "0" will result in no border being erased.
(The width of the outside border that will be erased is shown as **(A)** in the illustration, while the width of the center area is shown as **(B)**.)

Metric specifications
With this mode, you can make clean copies, even from thick books. The width of the outside border to be erased can be set to any 1 mm increment between 0 mm and 18 mm. The width of the center area to be erased can be set to any 1 mm increment between 0 mm and 36 mm. A setting of "0" will result in no border being erased.
(The width of the outside border that will be erased is shown as **(A)** in the illustration, while the width of the center area is shown as **(B)**.)



NOTE
It is possible for you to change the default setting for the width of the erased borders. (See "**Erased border width**" on page 7-91.)

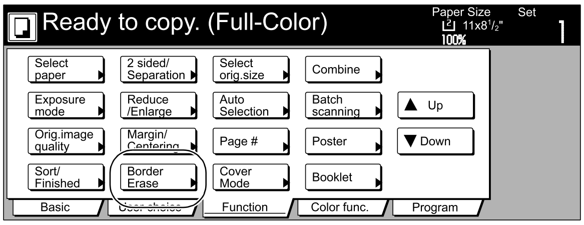
1 Set the original to be copied.



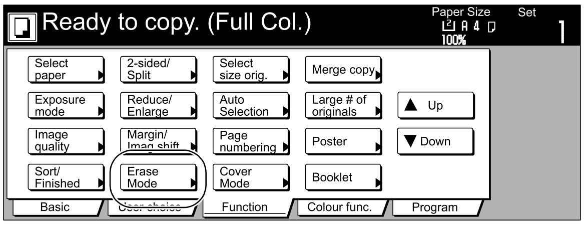
2 Press the "Function" tab.
The content of the "Function" tab will be displayed.

3 Press the “Border Erase” [“Erase Mode”] key.
The “Border Erase” [“Erase Mode”] screen will be displayed.

Inch specifications

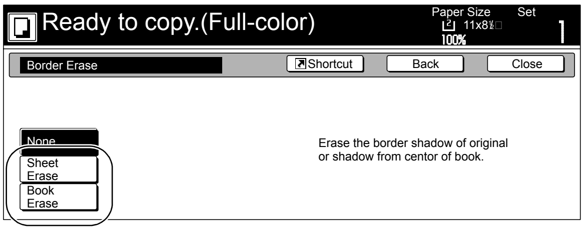

Ready to copy. (Full-Color)
Paper Size
Set
11x8½"
100%
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
Up
Orig.image quality
Margin/ Centering
Page #
Poster
Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
Set
A4
100%
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
Up
Image quality
Margin/ Imag shift
Page numbering
Poster
Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

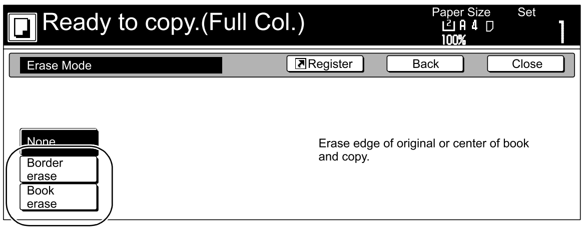
4 Press the “Sheet Erase” [“Border erase”] key or the “Book Erase” key, as appropriate.
The screen to set the outside border and the center area will be displayed.

Inch specifications


Ready to copy.(Full-color)
Paper Size
Set
11x8½
100%
1
Border Erase
Shortcut
Back
Close
None
Sheet Erase
Book Erase

Erase the border shadow of original or shadow from centor of book.

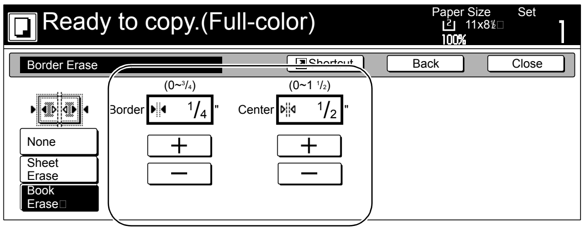
Metric specifications


Ready to copy.(Full Col.)
Paper Size
Set
A4
100%
1
Erase Mode
Register
Back
Close
None
Border erase
Book erase

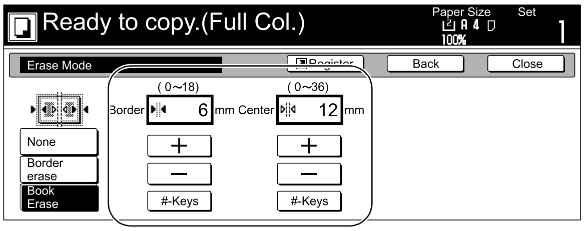
Erase edge of original or center of book and copy.

5 Press the “+” key or the “-” key to change the displayed border width to that desired.
In metric specification copiers, the desired border width can also be entered directly by pressing the “#-Keys” key and then using the keypad.

Inch specifications


Ready to copy.(Full-color)
Paper Size
Set
11x8½
100%
1
Border Erase
Shortcut
Back
Close
(0~¾)
(0~1 ½)
Border
¼"
Center
½"
+
−
+
−
None
Sheet Erase
Book Erase

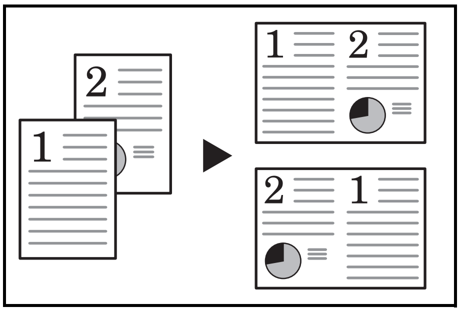
Metric specifications


Ready to copy.(Full Col.)
Paper Size
Set
A4
100%
1
Erase Mode
Register
Back
Close
(0~18)
(0~36)
Border
6 mm
Center
12 mm
+
−
#-Keys
+
−
#-Keys
None
Border erase
Book Erase

6 Press the [Start] key.
Copying will start.

Fitting the image of either two or four originals onto a single copy page [Combine/Merge Copy modes]

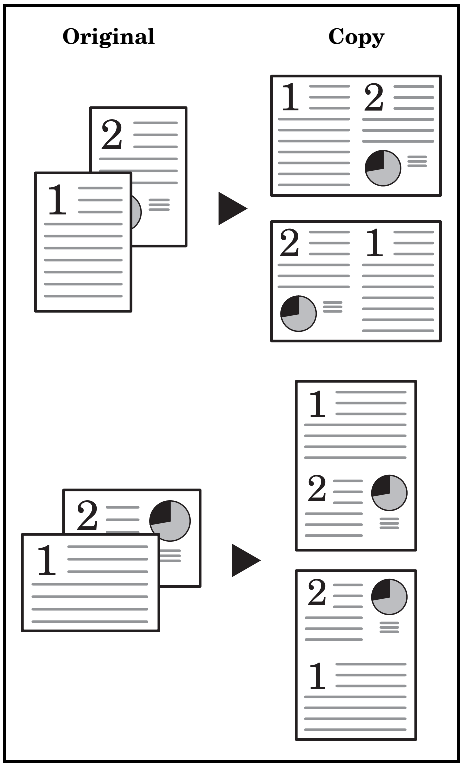
With this mode, the images from either 2 or 4 originals can be reduced and then combined onto a single copy. The borderline of each original can also be marked with either a solid line or a dotted line.



NOTES
- Only originals and copy paper of standard sizes can be used in this mode.

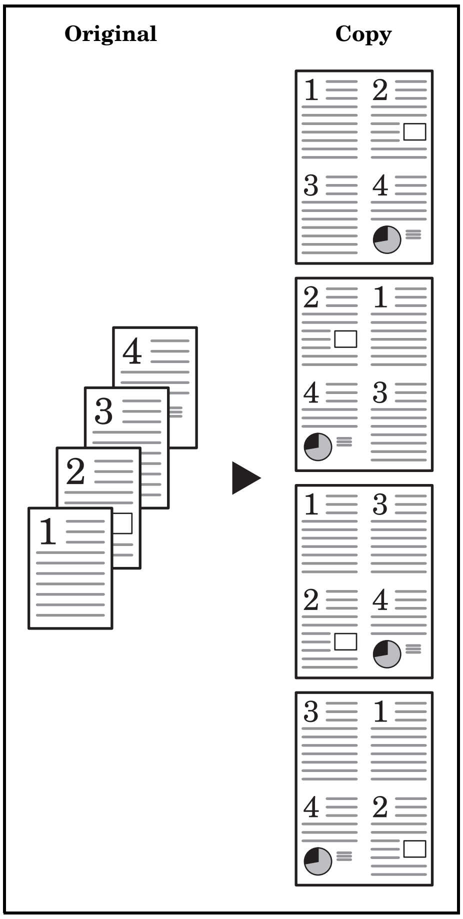
2 in 1

Use this mode when you want to copy two originals onto one sheet. This mode can also be used in conjunction with the 2-sided copy modes in order to copy four originals onto one sheet.
(When setting the originals on the platen, be sure to set the originals in the correct order: 1 and then 2.)



4 in 1

Use this mode when you want to copy four originals onto one sheet. This mode can also be used in conjunction with the 2-sided copy modes in order to copy eight originals onto one sheet.
(When setting the originals on the platen, be sure to set the originals in the correct order: 1, 2, 3 and then 4.)

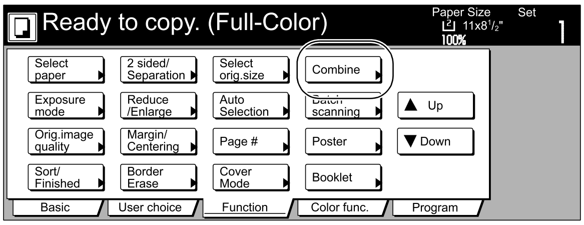


1 Set the originals to be copied.

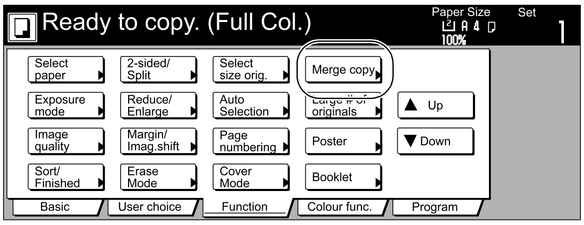
2 Press the “Function” tab.
The content of the “Function” tab will be displayed.

3 Press the “Combine” [“Merge copy”] key.
The “Combine” [“Merge copy”] screen will be displayed.

Inch specifications

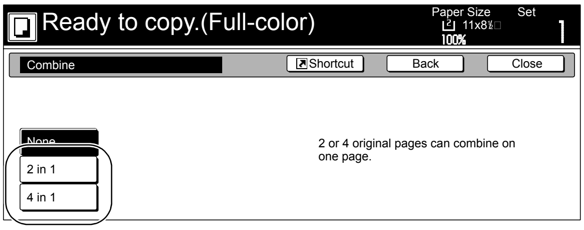

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
Up
Orig.image quality
Margin/ Centering
Page #
Poster
Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

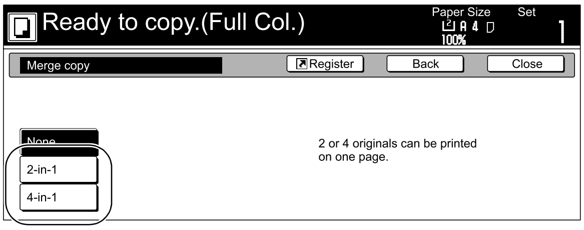
4 Press the “2 in 1” [“2-in-1”] key or the “4 in 1” [“4-in-1”] key, as appropriate.
The screen to make the layout settings will be displayed.

Inch specifications


Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Combine
Shortcut
Back
Close
None
2 in 1
4 in 1

2 or 4 original pages can combine on one page.

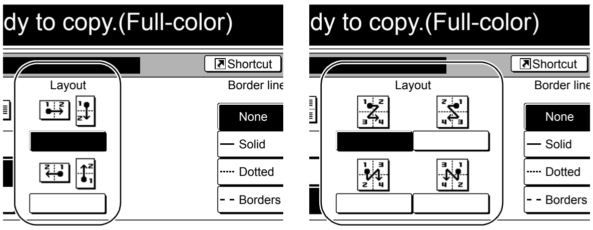
Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Merge copy
Register
Back
Close
None
2-in-1
4-in-1

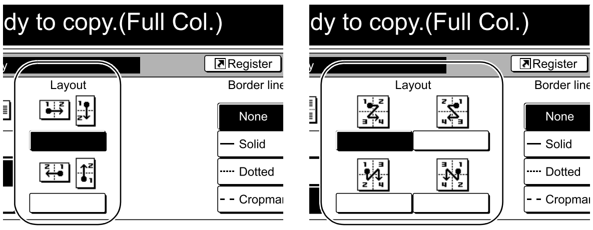
2 or 4 originals can be printed on one page.

5 Select the desired direction of the layout.

Inch specifications


dy to copy.(Full-color)
Shortcut
Layout
Border line
None
Solid
Dotted
Borders
dy to copy.(Full-color)
Shortcut
Layout
Border line
None
Solid
Dotted
Borders

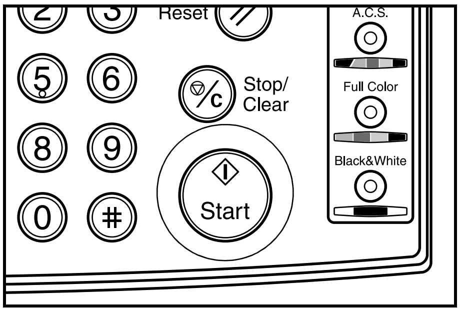
Metric specifications


dy to copy.(Full Col.)
Register
Layout
Border line
None
Solid
Dotted
Cropmai
dy to copy.(Full Col.)
Register
Layout
Border line
None
Solid
Dotted
Cropmai

6 Select the type of the borderline that you want to use to separate the images.

7 Press the [Start] key.
Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.
If you set an original on the platen, a message will be displayed telling you to set the next original. In this case, go to the next step.


Reset
A.C.S.
5
6
Stop/ Clear
Full Color
8
9
Black&White
0
#
Start

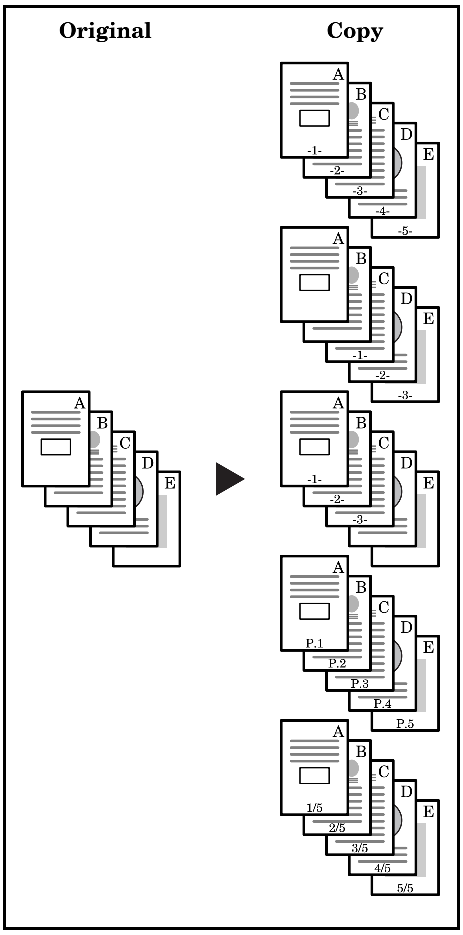
8 Replace the first original with the next one and press the [Start] key.
Scanning of that next original will start.

9 Once you have finished scanning all of the originals, press the “Scanning finished” key.
Copying will start.

Printing page numbers on the copies [Print page numbers mode]

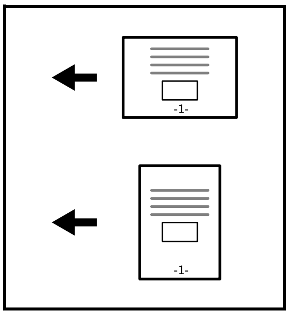
When you make copies from multiple originals, you can have page numbers printed on the corresponding copies in numerical order from the first original. There are three styles of page numbers to choose from: “1-”, “P.1” and “1/n”.

- If you select “1/n” as the style of page numbers, the denominator will indicate the total number of pages.

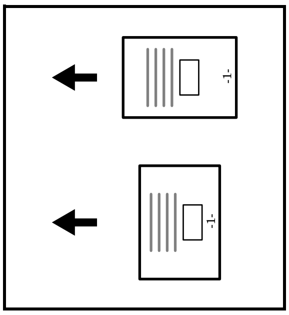

Original
Copy
A
B
C
D
E
-1-
-2-
-3-
-4-
-5-
P.1
P.2
P.3
P.4
P.5
1/5
2/5
3/5
4/5
5/5

- Page numbers will be printed relative to the middle of the bottom of the page. (The arrow in the illustration indicates the direction in which the originals are set.)

Direction the top of the original is set: towards the rear of the copier



Direction the top of the original is set: towards the left of the copier

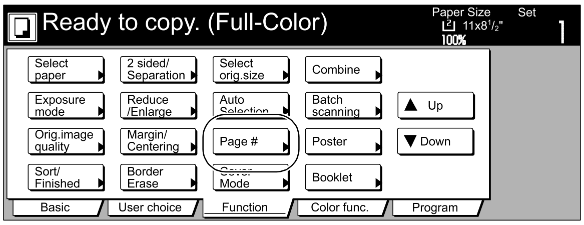


1 Set the originals to be copied.

2 Press the “Function” tab.
The content of the “Function” tab will be displayed.

3 Press the “Page #” [“Page numbering”] key.
The “Page #” [“Page numbering”] screen will be displayed.

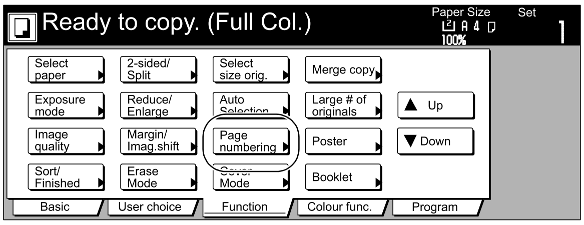
Inch specifications



Ready to copy. (Full-Color)

Paper Size
11x8½"
100%
Set
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
▲ Up
Orig.image quality
Margin/ Centering
Page #
Poster
▼ Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications

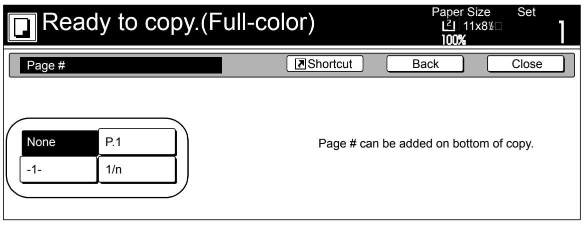


Ready to copy. (Full Col.)

Paper Size
A4
100%
Set
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
▲ Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
▼ Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

4 Press the key that corresponds to the style of page numbers that you want to use.
The screen to make settings for that style will be displayed.

Inch specifications

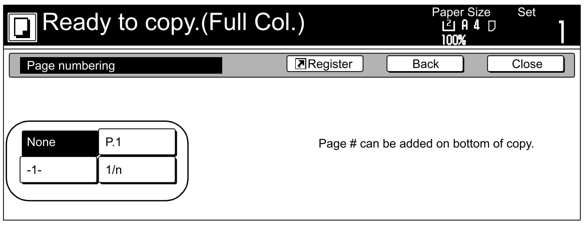


Ready to copy.(Full-color)

Page # can be added on bottom of copy.

Paper Size
11x8½
100%
Set
1
Page #
Shortcut
Back
Close
None
P.1
-1-
1/n

Metric specifications



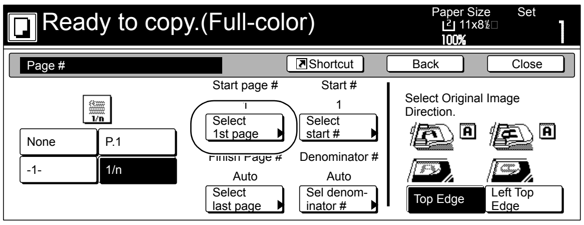
Ready to copy.(Full Col.)

Page # can be added on bottom of copy.

Paper Size
A4
100%
Set
1
Page numbering
Register
Back
Close
None
P.1
-1-
1/n

5 If you want printing of the page numbers to be started from a page other than the first page, press the “Select 1st page” key.
The “Select 1st page” screen will be displayed.

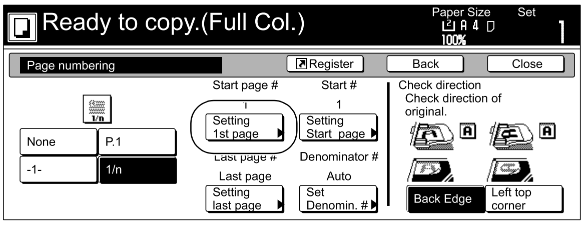
Inch specifications



Ready to copy.(Full-color)

Paper Size
11x8½
100%
Set
1
Page #
Shortcut
Back
Close
None
P.1
-1-
1/n
Start page #
1
Select 1st page
Finish Page #
Auto
Select last page
Start #
1
Select start #
Denominator #
Auto
Sel denom-inator #
Select Original Image Direction.
Top Edge
Left Top Edge

Metric specifications

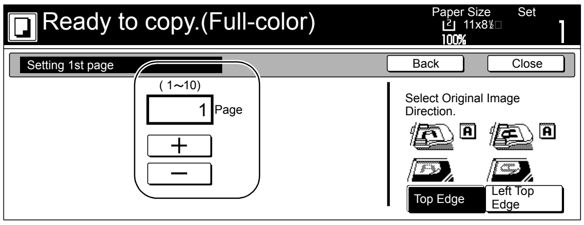


Ready to copy.(Full Col.)

Paper Size
A4
100%
Set
1
Page numbering
Register
Back
Close
None
P.1
-1-
1/n
Start page #
1
Setting 1st page
Last page #
Last page
Setting last page
Start #
1
Setting Start page
Denominator #
Auto
Set Denomin. #
Check direction
Check direction of original.
Back Edge
Left top corner

6 Press the “+” key or the “-” key to select from which page printing of the page numbers will start.

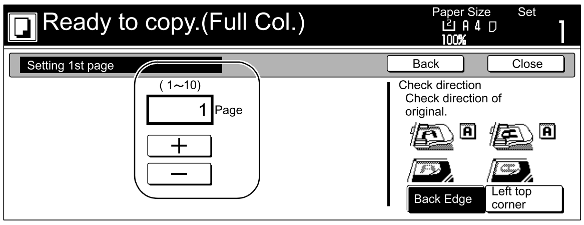
Inch specifications



Ready to copy.(Full-color)

Paper Size
11x8½
100%
Set
1
Setting 1st page
Back
Close
(1~10)
1
Page
+
−
Select Original Image Direction.
Top Edge
Left Top Edge

Metric specifications



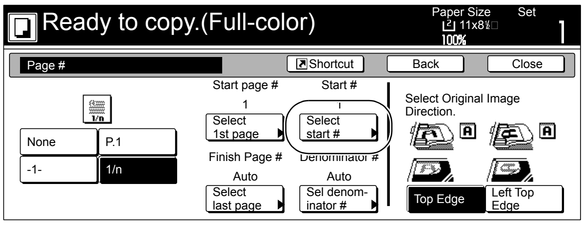
Ready to copy.(Full Col.)

Paper Size
A4
100%
Set
1
Setting 1st page
Back
Close
(1~10)
1
Page
+
−
Check direction
Check direction of original.
Back Edge
Left top corner

7 Press the “Close” key.
The touch panel will return to the screen in step 5.

8 If you want the first page number that is printed to be something other than “1”, press the “Select start #” [“Setting Start page”] key.
The “Select start #” screen will be displayed.

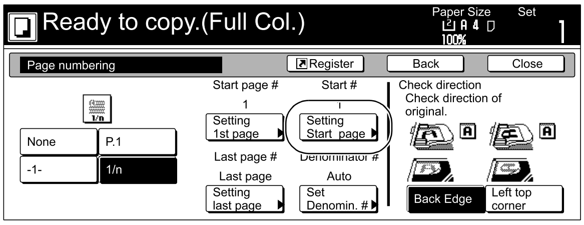
Inch specifications



Ready to copy.(Full-color)

Paper Size
11x8½
100%
Set
1
Page #
Shortcut
Back
Close
None
P.1
-1-
1/n
Start page #
1
Select 1st page
Finish Page #
Auto
Select last page
Start #
1
Select start #
Denominator #
Auto
Sel denom-inator #
Select Original Image Direction.
Top Edge
Left Top Edge

Metric specifications

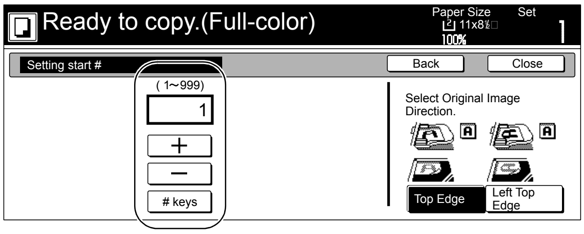


Ready to copy.(Full Col.)

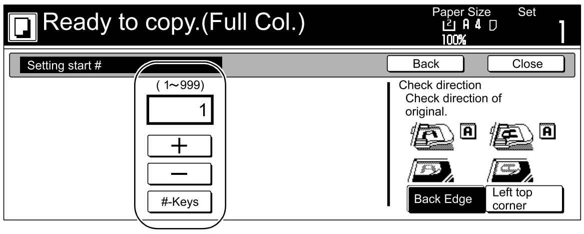
Paper Size
A4
100%
Set
1
Page numbering
Register
Back
Close
None
P.1
-1-
1/n
Start page #
1
Setting 1st page
Last page #
Last page
Setting last page
Start #
1
Setting Start page
Denominator #
Auto
Set Denomin. #
Check direction
Check direction of original.
Back Edge
Left top corner

9 Press the “+” key or the “-” key to select the first page number that will be printed.
The desired page number can also be entered directly by pressing the “# keys” [“#-Keys”] key and then using the keypad.

Inch specifications


Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Setting start #
Back
Close
(1~999)
1
+
−
# keys
Select Original Image Direction.
Top Edge
Left Top Edge

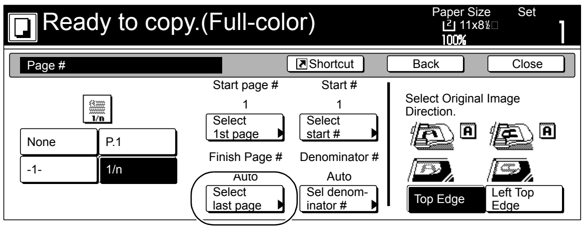
Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Setting start #
Back
Close
(1~999)
1
+
−
#-Keys
Check direction
Check direction of original.
Back Edge
Left top corner

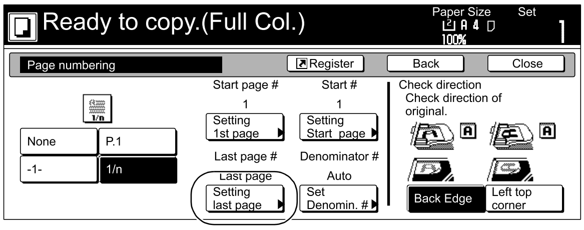
10 Press the “Close” key.
The touch panel will return to the screen in step 8.

11 If you want the last page number that is printed to be on a copy other than that for the last original, press the “Select last page” key.
The “Select last page” screen will be displayed.

Inch specifications

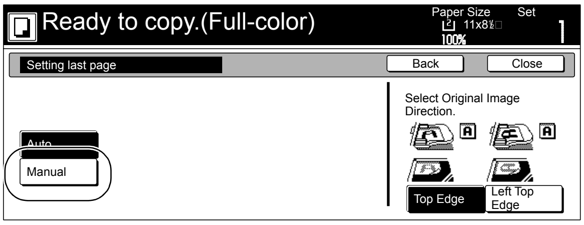

Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Page #
Shortcut
Back
Close
None
P.1
-1-
1/n
Start page #
1
Select 1st page
Start #
1
Select start #
Finish Page #
Auto
Select last page
Denominator #
Auto
Sel denom-inator #
Select Original Image Direction.
Top Edge
Left Top Edge

Metric specifications

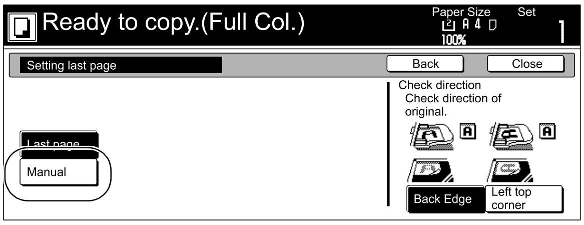

Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Page numbering
Register
Back
Close
None
P.1
-1-
1/n
Start page #
1
Setting 1st page
Start #
1
Setting Start page
Last page #
Last page
Setting last page
Denominator #
Auto
Set Denomin. #
Check direction
Check direction of original.
Back Edge
Left top corner

12 Press the “Manual” key.
The screen to designate the last page will be displayed.

Inch specifications

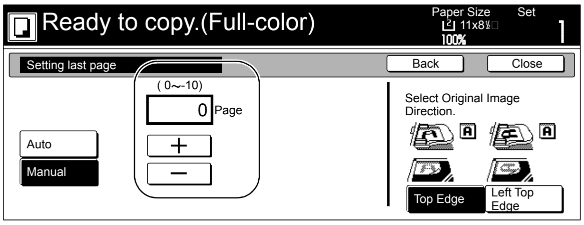

Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Setting last page
Back
Close
Auto
Manual
Select Original Image Direction.
Top Edge
Left Top Edge

Metric specifications

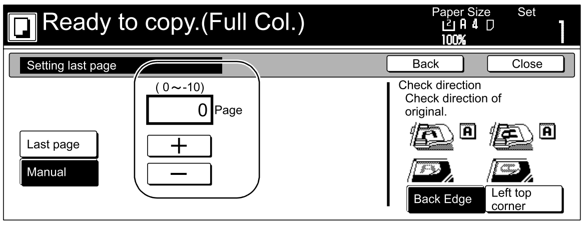

Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Setting last page
Back
Close
Last page
Manual
Check direction
Check direction of original.
Back Edge
Left top corner

13 Press the “+” key or the “-” key to select, counting from the final copy, how many pages you do NOT want to have page numbers printed on.

Inch specifications


Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Setting last page
Back
Close
(0~-10)
0
Page
+
−
Auto
Manual
Select Original Image Direction.
Top Edge
Left Top Edge

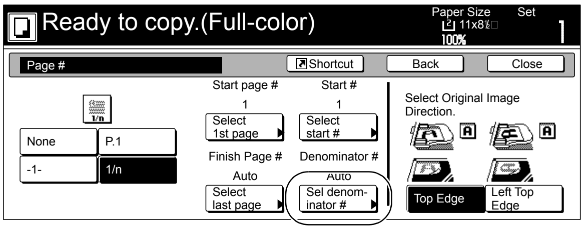
Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Setting last page
Back
Close
(0~-10)
0
Page
+
−
Last page
Manual
Check direction
Check direction of original.
Back Edge
Left top corner

14 Press the “Close” key.
The touch panel will return to the screen in step 11.
If you selected the “1/n” style, the “Sel denominator #” [“Set Denomin. #”] key will be displayed.

15 If you want to manually select the denominator for the page numbers, press the “Sel denominator #” [“Set Denomin. #”] key.
The “Setting denominator #” screen will be displayed.

Inch specifications

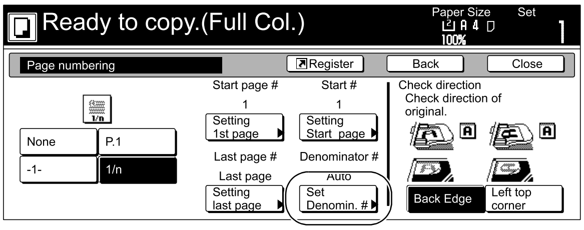


Ready to copy.(Full-color)

Select Original Image Direction.

Paper Size
Set
11x8½
100%
1
Page #
Shortcut
Back
Close
Start page #
1
Select 1st page
Start #
1
Select start #
None
P.1
-1-
1/n
Finish Page #
Auto
Select last page
Denominator #
Auto
Sel denom-inator #
Top Edge
Left Top Edge

Metric specifications



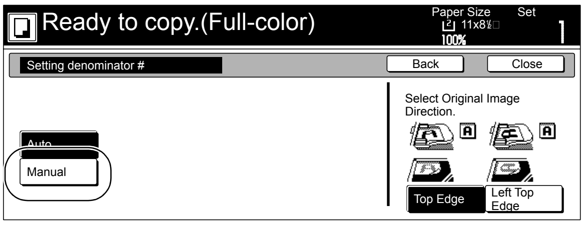
Ready to copy.(Full Col.)

Check direction
Check direction of original.

Paper Size
Set
A4
100%
1
Page numbering
Register
Back
Close
Start page #
1
Setting 1st page
Start #
1
Setting Start page
None
P.1
-1-
1/n
Last page #
Last page
Setting last page
Denominator #
Auto
Set Denomin. #
Back Edge
Left top corner

16 Press the “Manual” key.
The screen to designate the denominator will be displayed.

Inch specifications

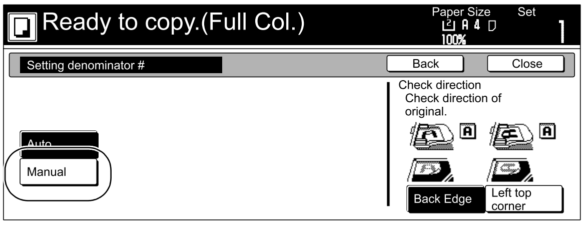


Ready to copy.(Full-color)

Select Original Image Direction.

Paper Size
Set
11x8½
100%
1
Setting denominator #
Back
Close
Auto
Manual
Top Edge
Left Top Edge

Metric specifications



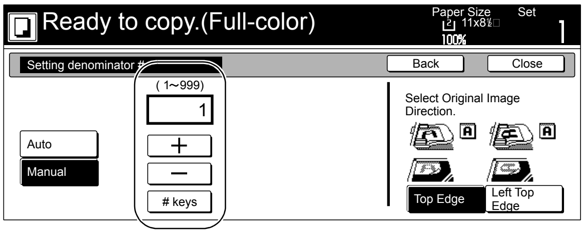
Ready to copy.(Full Col.)

Check direction
Check direction of original.

Paper Size
Set
A4
100%
1
Setting denominator #
Back
Close
Auto
Manual
Back Edge
Left top corner

17 Press the “+” key or the “-” key to select the desired denominator for the page numbers.
The desired denominator can also be entered directly by pressing the “# keys” [“#-Keys”] key and then using the keypad.

Inch specifications

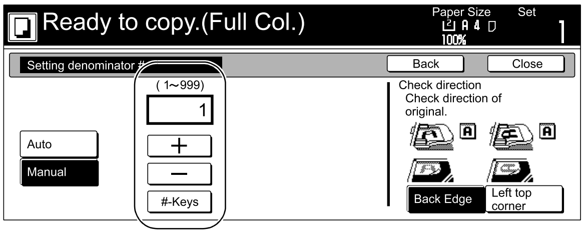


Ready to copy.(Full-color)

Select Original Image Direction.

Paper Size
Set
11x8½
100%
1
Setting denominator #
Back
Close
(1~999)
1
Auto
Manual
+
−
# keys
Top Edge
Left Top Edge

Metric specifications



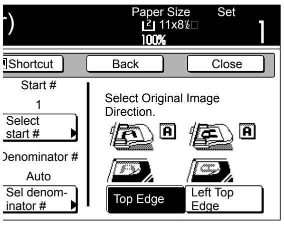
Ready to copy.(Full Col.)

Check direction
Check direction of original.

Paper Size
Set
A4
100%
1
Setting denominator #
Back
Close
(1~999)
1
Auto
Manual
+
−
#-Keys
Back Edge
Left top corner

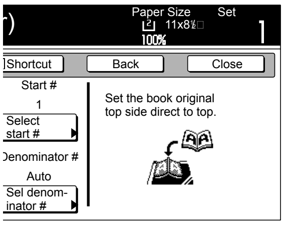
18 Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

Inch specifications



Select Original Image Direction.

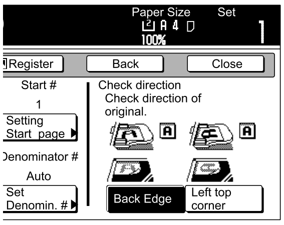
Paper Size
Set
11x8½
100%
1
Shortcut
Back
Close
Start #
1
Select start #
Denominator #
Auto
Sel denom-inator #
Top Edge
Left Top Edge



Set the book original top side direct to top.

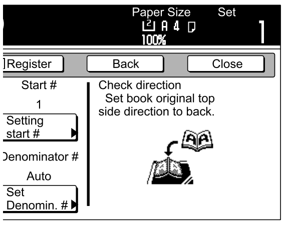
Paper Size
Set
11x8½
100%
1
Shortcut
Back
Close
Start #
1
Select start #
Denominator #
Auto
Sel denom-inator #

Metric specifications



Check direction
Check direction of original.

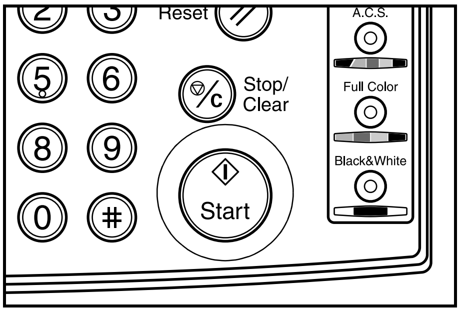
Paper Size
Set
A4
100%
1
Register
Back
Close
Start #
1
Setting Start page
Denominator #
Auto
Set Denomin. #
Back Edge
Left top corner



Check direction
Set book original top side direction to back.

Paper Size
Set
A4
100%
1
Register
Back
Close
Start #
1
Setting start #
Denominator #
Auto
Set Denomin. #

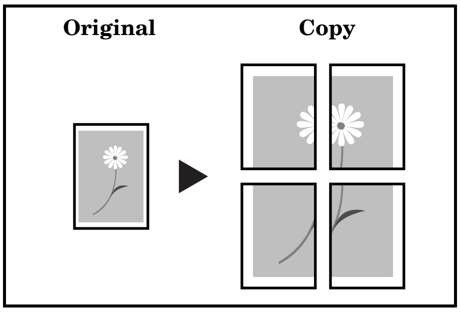
19 Press the [Start] key.
Copying will start.



Reset
A.C.S.
5
6
Stop/ Clear
Full Color
8
9
Black&White
0
#
Start

Enlarging the image and printing it out onto multiple sheets [Poster mode]

With this mode, if the size of the copy image after enlargement is greater than the size of available copy paper, you can have the copy image split and printed out onto multiple sheets of copy paper.


Original
Copy

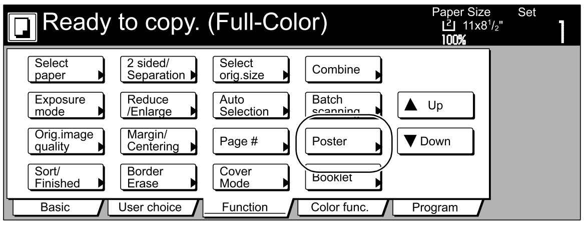
NOTES
- As there will be some duplication of a portion of the image on each finished copy, if you overlay these areas you can create a single enlarged image.
- Only 8 1/2" × 11" and 11" × 17" [A4R and A3] size originals and 11" × 17" [A3] size paper can be used in this mode.
- There are two methods of making copies in the poster mode: priority towards a standard magnification ratio according to the sizes of the original and the finished copies (Copy size), and priority towards a custom copy size at a desired magnification ratio (Auto zoom priority).

1 Set the originals to be copied.

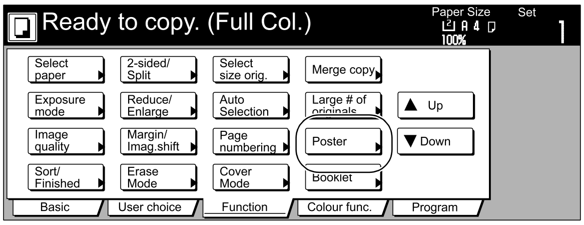
2 Press the “Function” tab.
The content of the “Function” tab will be displayed.

3 Press the “Poster” key.
The “Poster” screen will be displayed.

Inch specifications

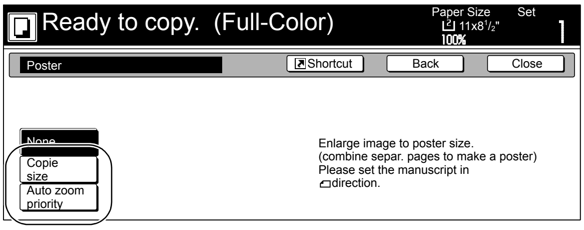

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
▲ Up
Orig.image quality
Margin/ Centering
Page #
Poster
▼ Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications

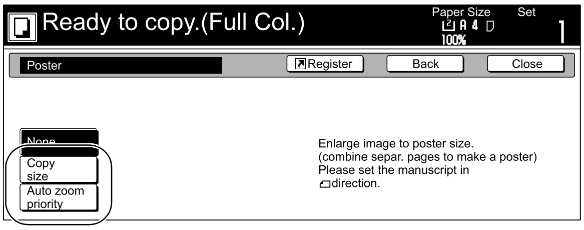

Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
▲ Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
▼ Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

4 Press the “Copy size” key or the “Auto zoom priority” key, as desired.
If you selected the “Copy size” key, go to the next step.
If you selected the “Auto zoom priority” key, go directly to step 7.

Inch specifications

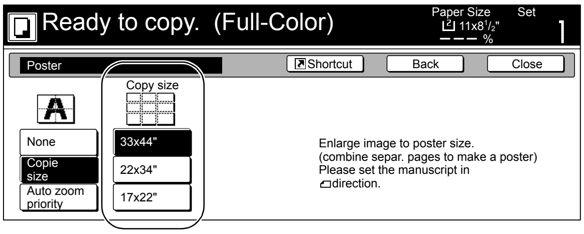

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Poster
Shortcut
Back
Close
None
Copie size
Auto zoom priority
Enlarge image to poster size.
(combine separ. pages to make a poster)
Please set the manuscript in direction.

Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Poster
Register
Back
Close
None
Copy size
Auto zoom priority
Enlarge image to poster size.
(combine separ. pages to make a poster)
Please set the manuscript in direction.

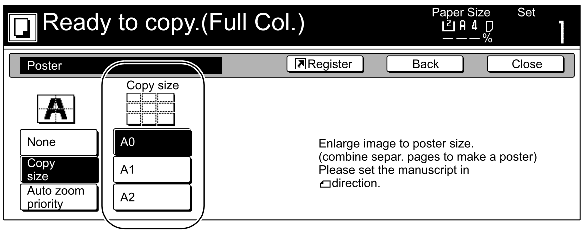
5 Specify the size of the finished copy image.

Inch specifications


Ready to copy. (Full-Color)

Enlarge image to poster size.
(combine separ. pages to make a poster)
Please set the manuscript in ▭direction.
Paper Size
Set
11x8½"
--- %
1
Poster
Shortcut
Back
Close
Copy size
None
Copie size
Auto zoom priority
33x44"
22x34"
17x22"

Metric specifications

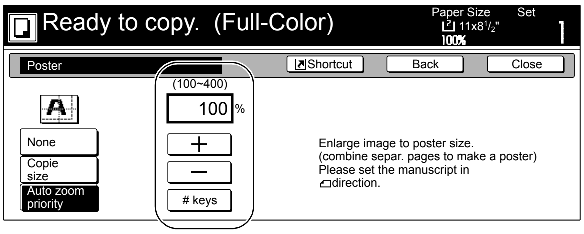

Ready to copy.(Full Col.)

Enlarge image to poster size.
(combine separ. pages to make a poster)
Please set the manuscript in ▭direction.
Paper Size
Set
A4
--- %
1
Poster
Register
Back
Close
Copy size
None
Copy size
Auto zoom priority
A0
A1
A2

6 Press the [Start] key.
Copying will start.

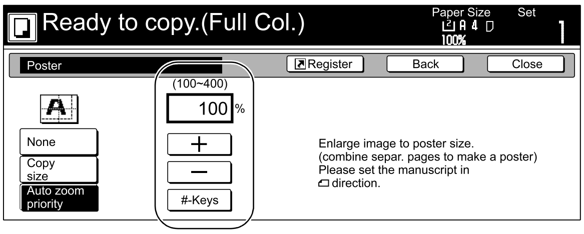
7 Press the "+" key or the "-" key to change the displayed magnification ratio to the desired setting.
The desired magnification ratio can also be entered directly by pressing the "# keys" ["#-Keys"] key and then using the keypad.

Inch specifications


Ready to copy. (Full-Color)

Enlarge image to poster size.
(combine separ. pages to make a poster)
Please set the manuscript in ▭direction.
Paper Size
Set
11x8½"
100%
1
Poster
Shortcut
Back
Close
(100~400)
100 %
+
−
# keys
None
Copie size
Auto zoom priority

Metric specifications


Ready to copy.(Full Col.)

Enlarge image to poster size.
(combine separ. pages to make a poster)
Please set the manuscript in ▭ direction.
Paper Size
Set
A4
100%
1
Poster
Register
Back
Close
(100~400)
100 %
+
−
#-Keys
None
Copy size
Auto zoom priority

8 Press the [Start] key.
Copying will start.

Number of copy pages that will be made when you specify the size of the original being copied and the size of the finished copy image

Inch specifications

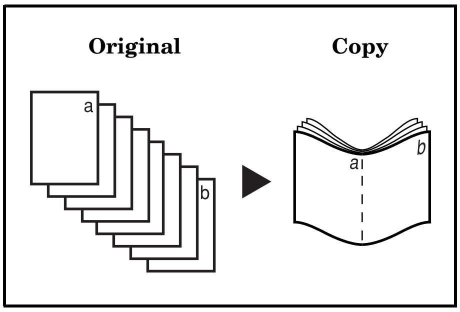
Size of original	Size of finished copy image	Number of copy sheets
8 1/2" × 11"	34" × 44"	12 pages (11" × 17")
8 1/2" × 11"	22" × 34"	4 pages (11" × 17")
8 1/2" × 11"	17" × 22"	4 pages (11" × 17")
11" × 17"	34" × 44"	12 pages (11" × 17")
11" × 17"	22" × 34"	4 pages (11" × 17")
11" × 17"	17" × 22"	4 pages (11" × 17")

Metric specifications

Size of original	Size of finished copy image	Number of copy sheets
A4R	A0	9 pages (A3)
A4R	A1	4 pages (A3)
A4R	A2	4 pages (A3)
A3	A0	9 pages (A3)
A3	A1	4 pages (A3)
A3	A2	4 pages (A3)

Making booklets from sheet originals [Booklet/Stitching mode]

With this mode, you can use 1-sided or 2-sided originals to make open-faced, two-sided copies in such a way that the finished copies can be stacked and folded into a booklet format. You can also select to have color paper or relatively thick paper fed as front and/or back covers to the copy sets.



NOTES

- 2-sided copying is not possible from the MP tray.
- It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See "**Cover drawer[cassette]**" on page 7-78.)

Inch specifications

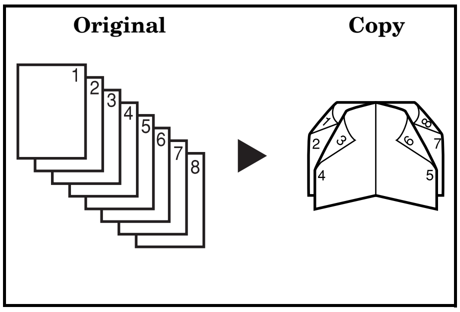
- Only 8 1/2" × 11", 11" × 8 1/2", 11" × 17", B5R, A4, B4 or A3 size copy paper can be used in this mode.

Metric specifications

- Only B5R, A4R, A4, B4, A3, 11" × 8 1/2" or 11" × 17" size copy paper can be used in this mode.

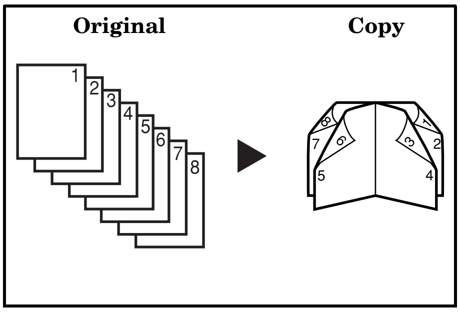
If "Left" is selected as the binding direction...

Copying will be performed so that the stacked and folded pages of the finished copies read from left to right.



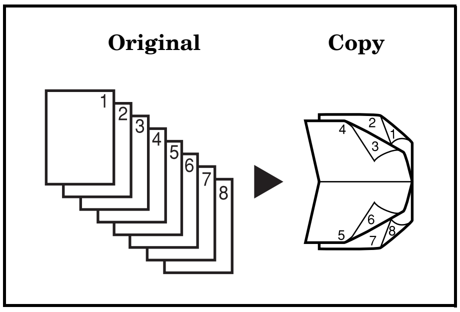
If "Right" is selected as the binding direction...

Copying will be performed so that the stacked and folded pages of the finished copies read from right to left.



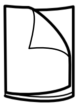
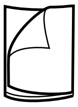
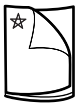
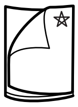
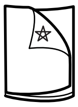
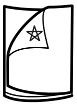
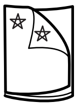
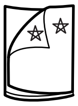
If "Top" is selected as the binding direction...

Copying will be performed so that the stacked and folded pages of the finished copies read from top to bottom.



If you choose to add covers to your copy set(s)

It is possible for you to select whether or not to copy onto the front and/or back cover sheets.

	Front cover	Back cover
Do NOT copy		
Copy on outside		
Copy on inside		
Copy on both sides		

NOTES

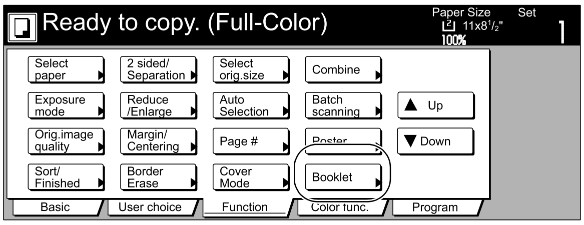
- The asterisk "☆" indicates the side of the cover on which copying will be accomplished.
- The illustrations above are an example of when "Left" is selected as the binding direction.

1 Set the first original to be copied.

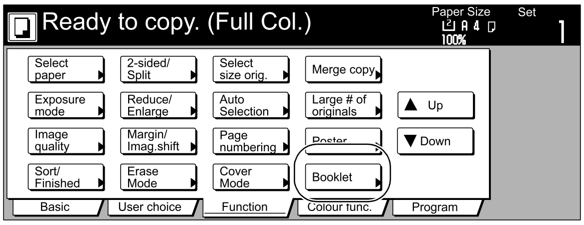
2 Press the “Function” tab.
The content of the “Function” tab will be displayed.

3 Press the “Booklet” key.
The “Booklet” screen will be displayed.

Inch specifications

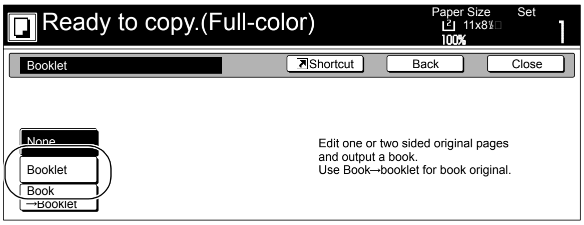

Ready to copy. (Full-Color)
Paper Size
Set
11x8½"
100%
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
Up
Orig.image quality
Margin/ Centering
Page #
Poster
Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications

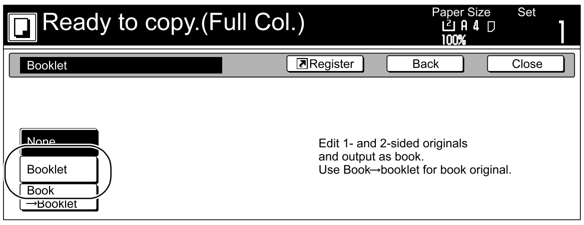

Ready to copy. (Full Col.)
Paper Size
Set
A4
100%
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

4 Press the “Booklet” key.
The screen to specify the binding direction of the originals and the finished copies will be displayed.

Inch specifications

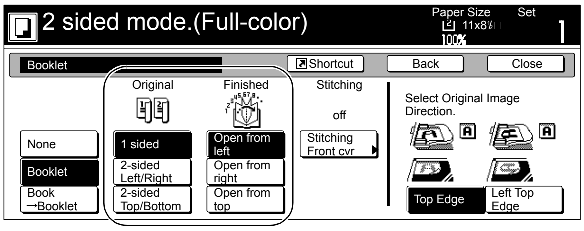

Ready to copy.(Full-color)
Paper Size
Set
11x8½
100%
1
Booklet
Shortcut
Back
Close
None
Booklet
Book →Booklet
Edit one or two sided original pages and output a book.
Use Book→booklet for book original.

Metric specifications

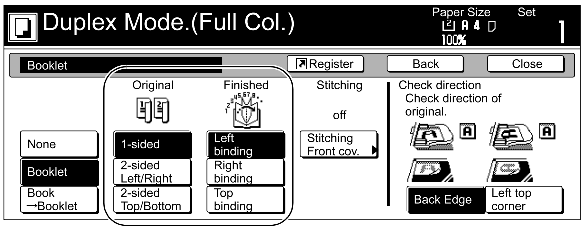

Ready to copy.(Full Col.)
Paper Size
Set
A4
100%
1
Booklet
Register
Back
Close
None
Booklet
Book →Booklet
Edit 1- and 2-sided originals and output as book.
Use Book→booklet for book original.

5 Specify the binding direction of both the originals and the finished copies.

Inch specifications

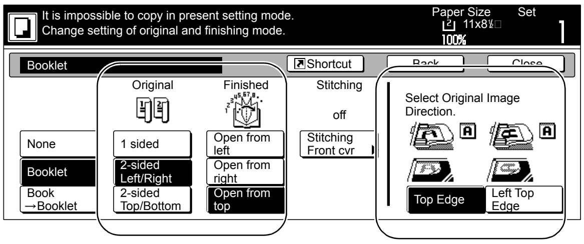

2 sided mode.(Full-color)
Paper Size
Set
11x8½
100%
1
Booklet
Shortcut
Back
Close
Original
Finished
Stitching
off
None
Booklet
Book →Booklet
1 sided
2-sided Left/Right
2-sided Top/Bottom
Open from left
Open from right
Open from top
Stitching Front cvr
Top Edge
Left Top Edge
Select Original Image Direction.

Metric specifications

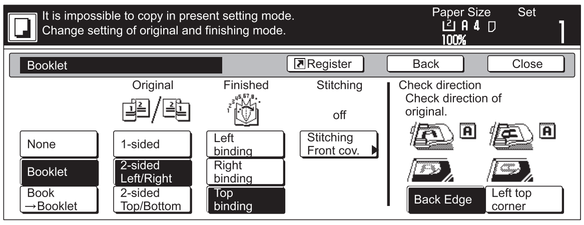

Duplex Mode.(Full Col.)
Paper Size
Set
A4
100%
1
Booklet
Register
Back
Close
Original
Finished
Stitching
off
None
Booklet
Book →Booklet
1-sided
2-sided Left/Right
2-sided Top/Bottom
Left binding
Right binding
Top binding
Stitching Front cov.
Back Edge
Left top corner
Check direction
Check direction of original.

6 If “It is impossible to copy in present setting mode. Change setting of original and finishing mode.” appears, check (on the right side of the touch panel) whether both the orientation of the originals and the finish mode setting are correct or not.

Inch specifications

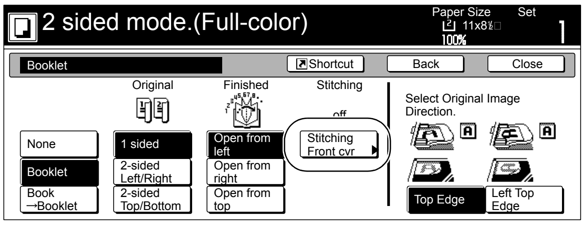

It is impossible to copy in present setting mode.
Change setting of original and finishing mode.
Paper Size
Set
11x8½
100%
1
Booklet
Shortcut
Back
Close
Original
Finished
Stitching
off
None
Booklet
Book →Booklet
1 sided
2-sided Left/Right
2-sided Top/Bottom
Open from left
Open from right
Open from top
Stitching Front cvr
Top Edge
Left Top Edge
Select Original Image Direction.

Metric specifications

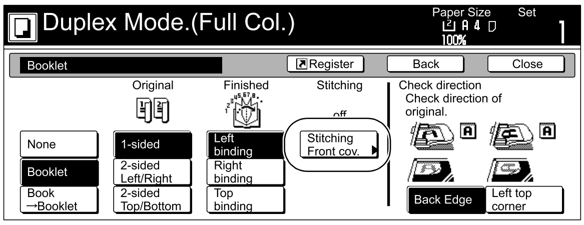

It is impossible to copy in present setting mode.
Change setting of original and finishing mode.
Paper Size
Set
A4
100%
1
Booklet
Register
Back
Close
Original
Finished
Stitching
off
None
Booklet
Book →Booklet
1-sided
2-sided Left/Right
2-sided Top/Bottom
Left binding
Right binding
Top binding
Stitching Front cov.
Back Edge
Left top corner
Check direction
Check direction of original.

7 If you want to add covers, press the “Stitching Front cvr” [“Stitching Front cov.”] key and go to the next step.
If you do NOT want to add covers, go directly to step 9.

Inch specifications

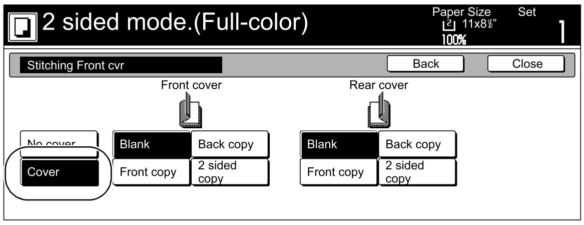

2 sided mode.(Full-color)
Paper Size
11x8½
100%
Set
1
Booklet
Shortcut
Back
Close
Original
Finished
Stitching
off
None
Booklet
Book →Booklet
1 sided
2-sided Left/Right
2-sided Top/Bottom
Open from left
Open from right
Open from top
Stitching Front cvr
Select Original Image Direction.
Top Edge
Left Top Edge

Metric specifications

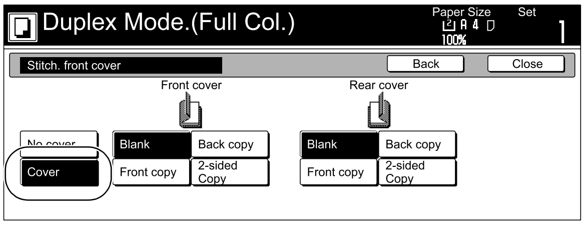

Duplex Mode.(Full Col.)
Paper Size
A4
100%
Set
1
Booklet
Register
Back
Close
Original
Finished
Stitching
off
None
Booklet
Book →Booklet
1-sided
2-sided Left/Right
2-sided Top/Bottom
Left binding
Right binding
Top binding
Stitching Front cov.
Check direction
Check direction of original.
Back Edge
Left top corner

8 Press the “Cover” key and select whether or not (and where) to copy on each of the front and back covers.

Inch specifications

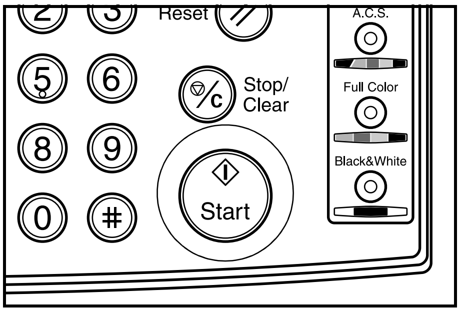

2 sided mode.(Full-color)
Paper Size
11x8½"
100%
Set
1
Stitching Front cvr
Back
Close
Front cover
Rear cover
No cover
Cover
Blank
Back copy
Front copy
2 sided copy
Blank
Back copy
Front copy
2 sided copy

Metric specifications


Duplex Mode.(Full Col.)
Paper Size
A4
100%
Set
1
Stitch. front cover
Back
Close
Front cover
Rear cover
No cover
Cover
Blank
Back copy
Front copy
2-sided Copy
Blank
Back copy
Front copy
2-sided Copy

9 Press the [Start] key.
Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.
If you set an original on the platen, a message will be displayed telling you to set the next original. In this case, go to the next step.

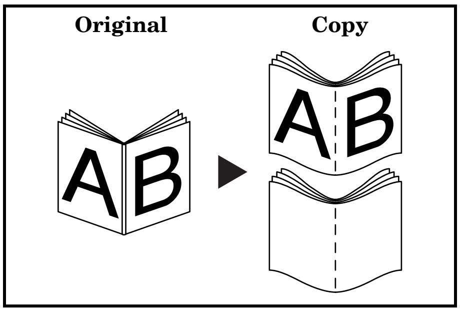

Reset
A.C.S.
5
6
Stop/ Clear
Full Color
8
9
Black&White
Start
0
#

10 Replace the first original with the next one and press the [Start] key.
Scanning of that next original will start.

11 Once you have finished scanning all of the originals, press the “Scanning finished” key.
Copying will start.

Making booklets from book originals [Book to Booklet mode]

With this mode, you can add covers, and either copy onto them or not, so that the finished copy sets will be displayed like a magazine, etc.


Original
Copy
AB
AB

NOTES

- 2-sided copying is not possible from the MP tray.
- It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See "**Cover drawer[cassette]**" on page 7-78.)

Inch specifications

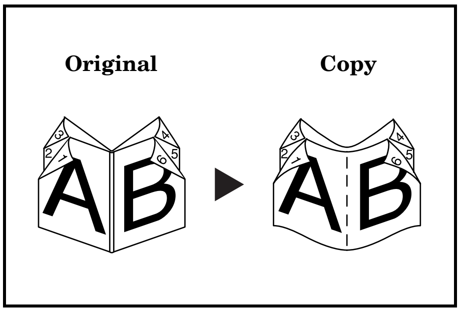
- Only 8 1/2" × 11", 11" × 17", A5R, B5R, A4R, B4 and A3 size originals and 8 1/2" × 11", 11" × 8 1/2", 11" × 17", B5R, A4, B4 or A3 size copy paper can be used in this mode.

Metric specifications

- Only A5R, B5R, A4R, B4, A3, 8 1/2" × 11" and 11" × 17" size originals and B5R, A4R, A4, B4, A3, 11" × 8 1/2" or 11" × 17" size copy paper can be used in this mode.

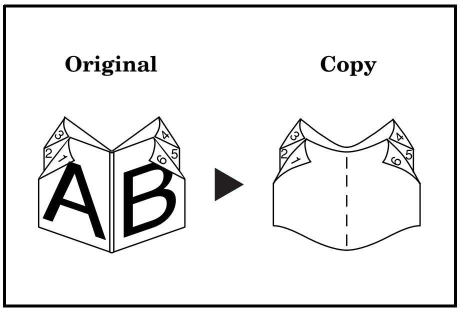
With a cover

The original that will be used as the cover will be scanned first so that, when the finished copies are folded, that page will act as the front and back cover to the copy set.

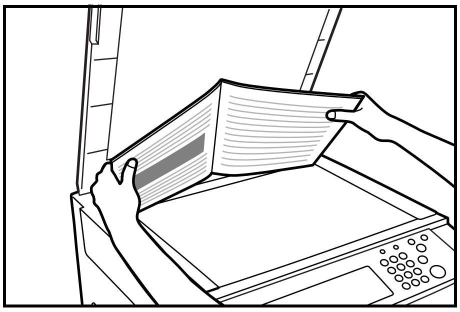

Original
Copy
AB
AB

Without a cover

When the finished copies are folded, the front and back of the copy set will be blank.


Original
Copy
AB

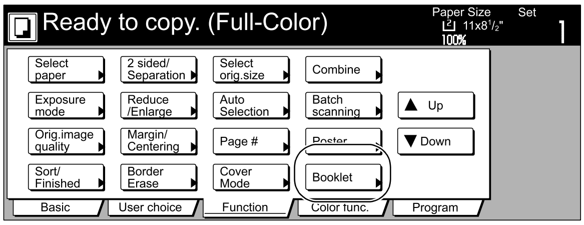
1. Set the open-faced (book, etc.) original to be copied.



2. Press the "Function" tab.
   The content of the "Function" tab will be displayed.

3. Press the "Booklet" key.
   The "Booklet" screen will be displayed.

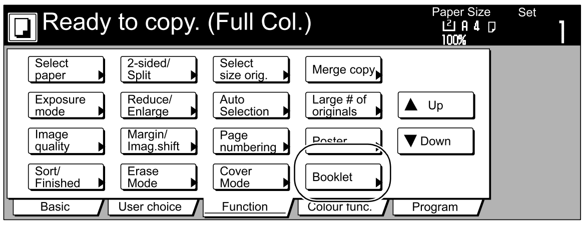
Inch specifications



Ready to copy. (Full-Color)

Paper Size
Set
11x8 1/2"
100%
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
▲ Up
Orig.image quality
Margin/ Centering
Page #
Poster
▼ Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications

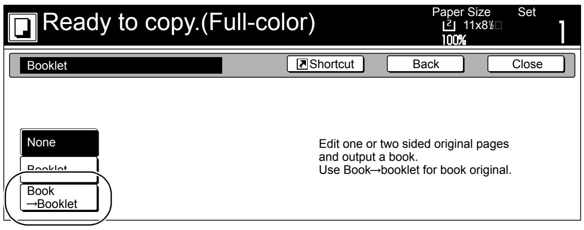


Ready to copy. (Full Col.)

Paper Size
Set
A4
100%
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
▲ Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
▼ Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

4 Press the “Book→Booklet” key.
The screen to specify the binding direction of the originals and the finished copies will be displayed.

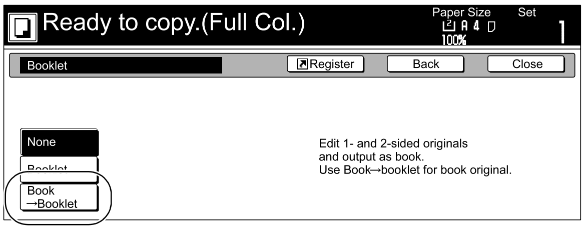
Inch specifications


Paper Size
Set
11x8½
100%
1
Booklet
Shortcut
Back
Close
None
Booklet
Book →Booklet

Ready to copy.(Full-color)

Edit one or two sided original pages and output a book.
Use Book→booklet for book original.

Metric specifications

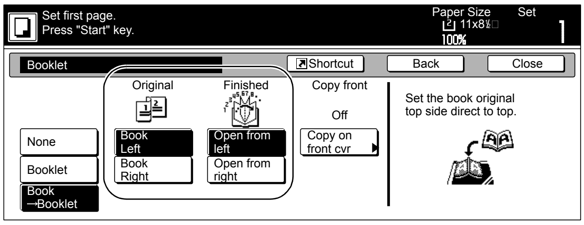

Paper Size
Set
A4
100%
1
Booklet
Register
Back
Close
None
Booklet
Book →Booklet

Ready to copy.(Full Col.)

Edit 1- and 2-sided originals and output as book.
Use Book→booklet for book original.

5 Specify the binding direction of both the originals and the finished copies.

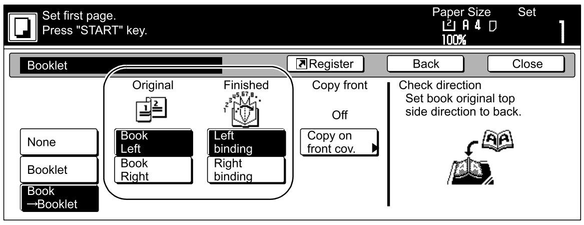
Inch specifications


Paper Size
Set
11x8½
100%
1
Booklet
Shortcut
Back
Close
Original
Finished
Copy front
Off
None
Booklet
Book →Booklet
Book Left
Book Right
Open from left
Open from right
Copy on front cvr

Set first page.
Press "Start" key.

Set the book original top side direct to top.

Metric specifications

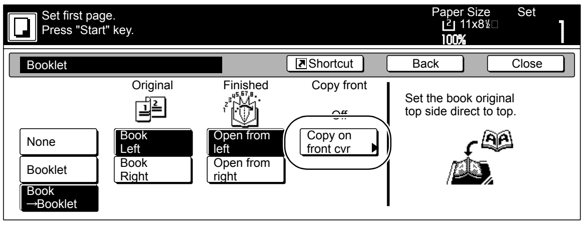

Paper Size
Set
A4
100%
1
Booklet
Register
Back
Close
Original
Finished
Copy front
Off
None
Booklet
Book →Booklet
Book Left
Book Right
Left binding
Right binding
Copy on front cov.

Set first page.
Press "START" key.

Check direction
Set book original top side direction to back.

6 If you want to add covers, press the “Copy on front cvr” [“Copy on front cov.”] key.
The “Copy on front cover” screen will be displayed.
At this point, if you do NOT want to copy onto the covers, go directly to step 8.

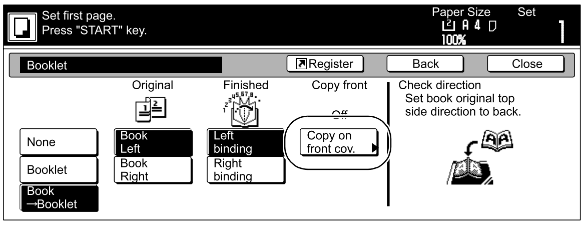
Inch specifications


Paper Size
Set
11x8½
100%
1
Booklet
Shortcut
Back
Close
Original
Finished
Copy front
Off
None
Booklet
Book →Booklet
Book Left
Book Right
Open from left
Open from right
Copy on front cvr

Set first page.
Press "Start" key.

Set the book original top side direct to top.

Metric specifications

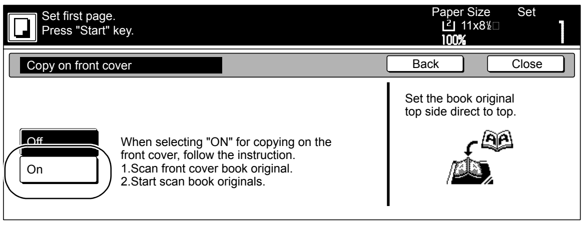

Paper Size
Set
A4
100%
1
Booklet
Register
Back
Close
Original
Finished
Copy front
Off
None
Booklet
Book →Booklet
Book Left
Book Right
Left binding
Right binding
Copy on front cov.

Set first page.
Press "START" key.

Check direction
Set book original top side direction to back.

7 Press the “On” key.

Inch specifications

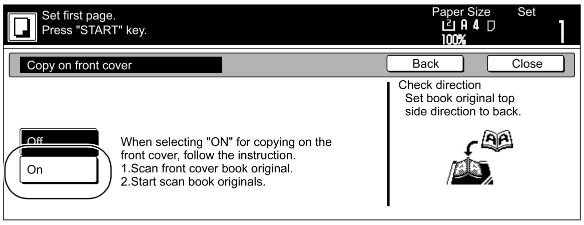

Paper Size
Set
11x8½
100%
1
Copy on front cover
Back
Close
Off
On

Set first page.
Press "Start" key.

When selecting "ON" for copying on the front cover, follow the instruction.
1.Scan front cover book original.
2.Start scan book originals.

Set the book original top side direct to top.

Metric specifications


Paper Size
Set
A4
100%
1
Copy on front cover
Back
Close
Off
On

Set first page.
Press "START" key.

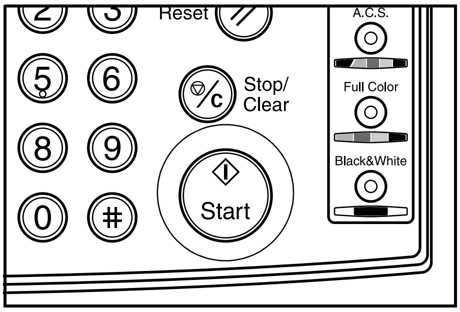
When selecting "ON" for copying on the front cover, follow the instruction.
1.Scan front cover book original.
2.Start scan book originals.

Check direction
Set book original top side direction to back.

IMPORTANT!
If you DO want to copy onto the covers, be absolutely certain to set the original that you want to have copied onto the cover first.

8 Press the [Start] key.
Scanning of the originals will start.

When a message appears telling you to set the next original, go to the next step.

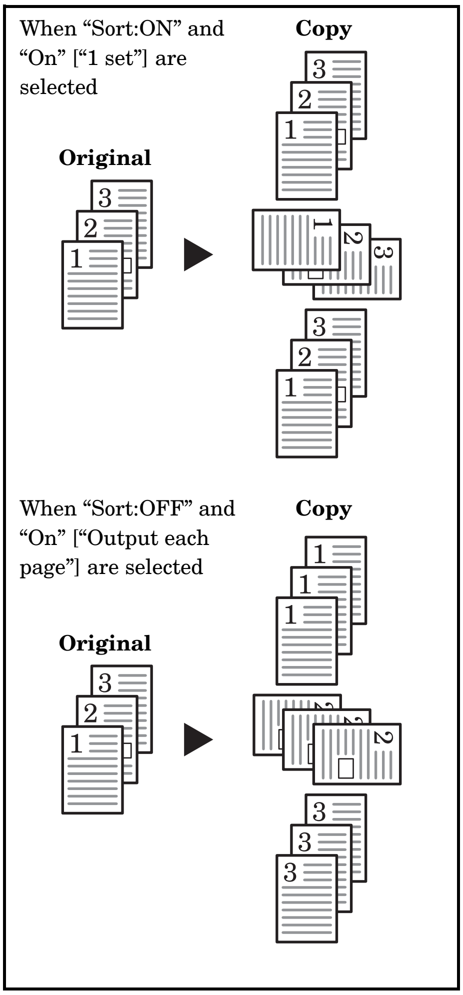

Reset
Stop/
Clear
Start
A.C.S.
Full Color
Black&White
5
6
8
9
0
#

9 Replace the first original with the next one and press the [Start] key.
Scanning of that next original will start.

10 Once you have finished scanning all of the originals, press the “Scanning finished” key.
Copying will start.

Automatic sorting of copy sets without the Document Finisher [Sort/Finished mode]

Since copying in this mode is performed after multiple originals are scanned and memorized, copies can be sorted into the required number of sets even without the optional Document Finisher.


When “Sort:ON” and “On” [“1 set”] are selected
Copy
Original
3
2
1
When “Sort:OFF” and “On” [“Output each page”] are selected
Copy
Original

NOTES

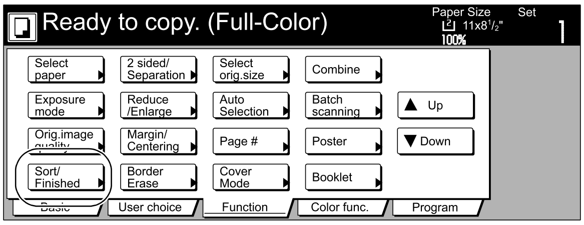
- If you do not have paper of the same size but different orientations available for paper feed, copies will be ejected without being “sorted” in this way.
- You can also select whether or not the Sort and / or the Offset modes will be the default setting in the initial mode. (See “**Sort/Offset mode ON/OFF**” on page 7-88.)

1 Set the originals to be copied.

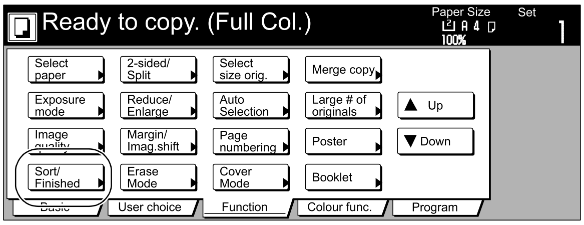
2 Press the “Function” tab.
The content of the “Function” tab will be displayed.

3 Press the “Sort/Finished” key.
The “Sort/Finished” screen will be displayed.

Inch specifications

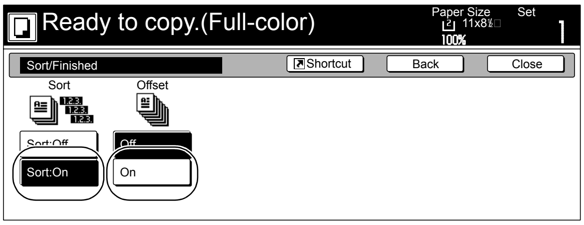

Ready to copy. (Full-Color)
Paper Size
Set
11x8¹/₂"
100%
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
▲ Up
Orig.image quality
Margin/ Centering
Page #
Poster
▼ Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications

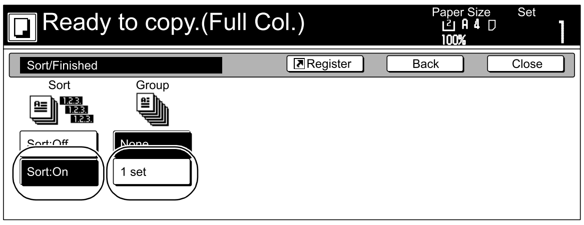

Ready to copy. (Full Col.)
Paper Size
Set
A4
100%
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
▲ Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
▼ Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

4 Press the “Sort:ON” key.

Inch specifications


Ready to copy.(Full-color)
Paper Size
Set
11x8½
100%
1
Sort/Finished
Shortcut
Back
Close
Sort
Offset
Sort:Off
Off
Sort:On
On

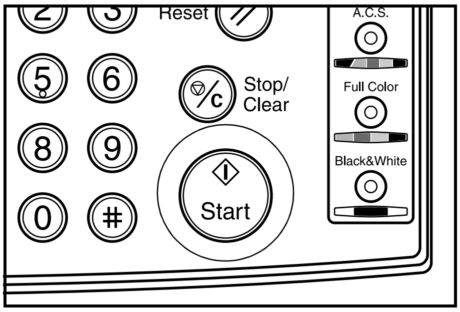
Metric specifications


Ready to copy.(Full Col.)
Paper Size
Set
A4
100%
1
Sort/Finished
Register
Back
Close
Sort
Group
Sort:Off
None
Sort:On
1 set

5 Press the “On” [“1 set”] key.

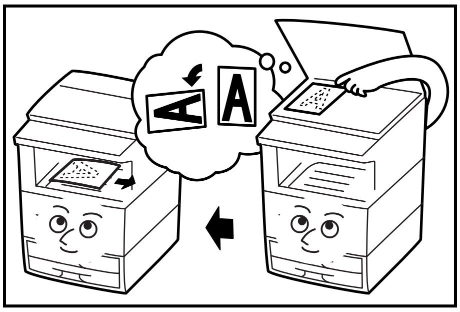
6 Use the keypad to set the number of copies to be made.

7 Press the [Start] key.
Copying will start.


Reset
A.C.S.
5
6
Stop/
Clear
Full Color
8
9
Black&White
0
#
Start

Auto rotation function

If the orientation of the original is different from that of the paper loaded in the drawers[cassettes], the image will be automatically turned 90 degrees counter-clockwise for copying. No special setting is required in order to use this function.



NOTES

- This function will only work with copy paper of a size smaller than 11" × 8 1/2" [A4]. The auto rotation function is not available for 8 1/2" × 14", 11" × 17", B4 and A3 size copy paper.
- You can also select whether or not the Auto Rotation mode will be the default setting in the initial mode. (See "**Auto Rotation mode ON/OFF**" on page 7-89.)

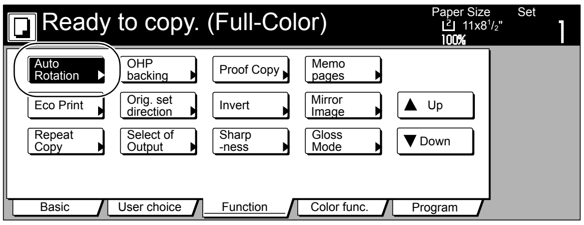
If you want to disengage the auto rotation function, perform the following procedure.

1 Press the "Function" tab.
The content of the "Function" tab will be displayed.

2 Press the "▼ Down" key.
The content of the next portion of the "Function" tab will be displayed.

3 Press the "Auto Rotation" key.
The "Auto Rotation" screen will be displayed.

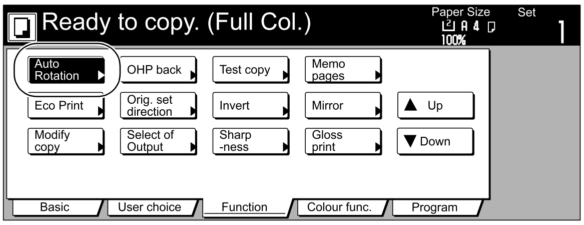
Inch specifications



Ready to copy. (Full-Color)

Paper Size
Set
11x8½"
100%
1
Auto Rotation
OHP backing
Proof Copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror Image
▲ Up
Repeat Copy
Select of Output
Sharp -ness
Gloss Mode
▼ Down
Basic
User choice
Function
Color func.
Program

Metric specifications

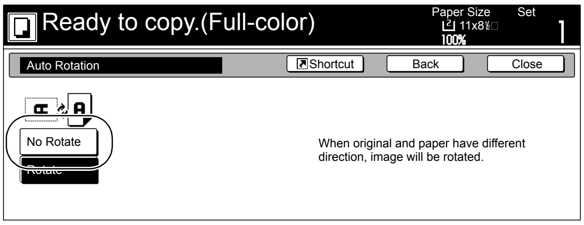


Ready to copy. (Full Col.)

Paper Size
Set
A4
100%
1
Auto Rotation
OHP back
Test copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror
▲ Up
Modify copy
Select of Output
Sharp -ness
Gloss print
▼ Down
Basic
User choice
Function
Colour func.
Program

4 Press the "No rotate" key.

Inch specifications

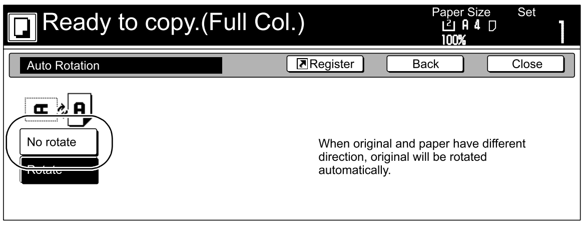


Ready to copy.(Full-color)

When original and paper have different direction, image will be rotated.

Paper Size
Set
11x8½
100%
1
Auto Rotation
Shortcut
Back
Close
No Rotate
Rotate

Metric specifications



Ready to copy.(Full Col.)

When original and paper have different direction, original will be rotated automatically.

Paper Size
Set
A4
100%
1
Auto Rotation
Register
Back
Close
No rotate
Rotate

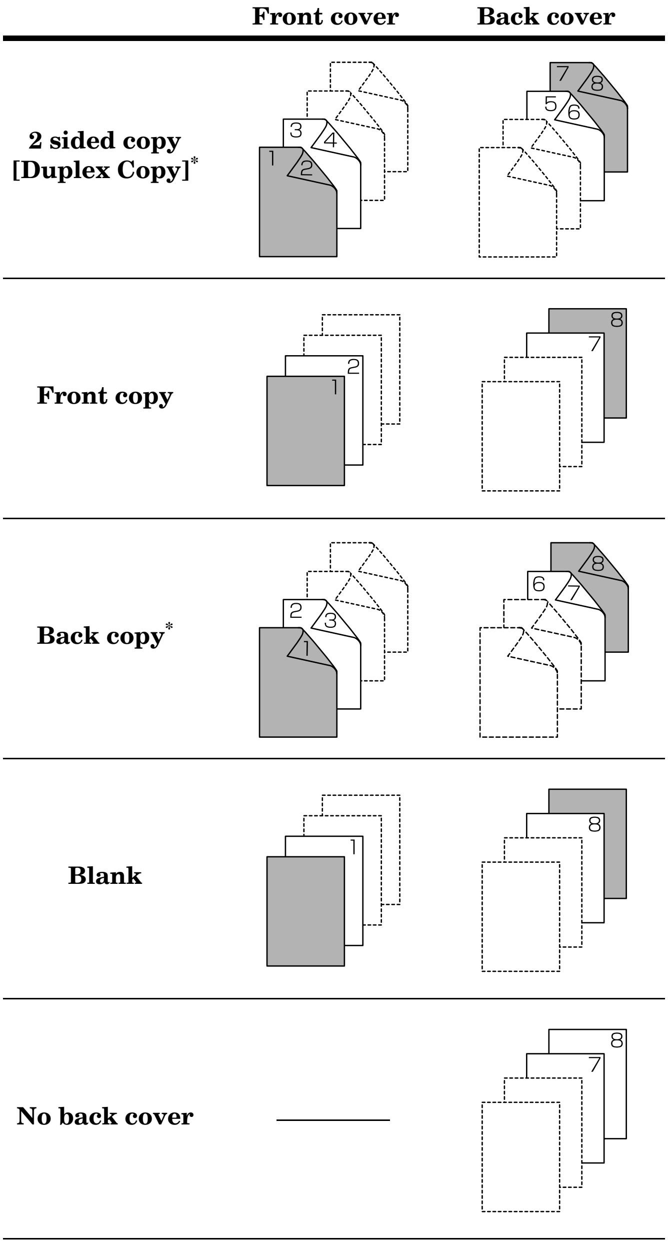
Adding a front and/or back cover to your copy sets [Cover mode]

With this mode, you can select to have color paper or relatively thick paper fed as front and/or back covers to your copy sets.

NOTES

- 2-sided copying is not possible from the MP tray.
- It is possible for you to change the drawer[cassette] that will be used to feed the cover sheets. (See "**Cover drawer[cassette]**" on page 7-78.)

You can select separately whether you want both sides or only one side of both the front and back covers to be copied onto, or to have either or both of them left completely blank. Select also whether or not you even want to include a back cover at all.

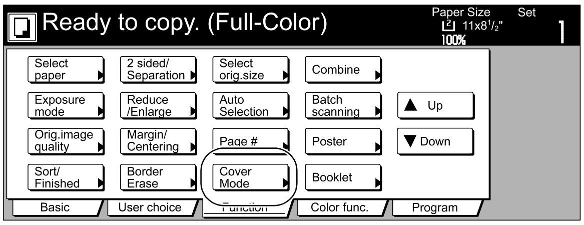


* The illustrations above show the result when sets of 2-sided copies are being made.
If you are making sets of 1-sided copies, copying will not be performed on the rear side of the covers even if the 2-sided copy [Duplex Copy] or Back copy settings are selected.

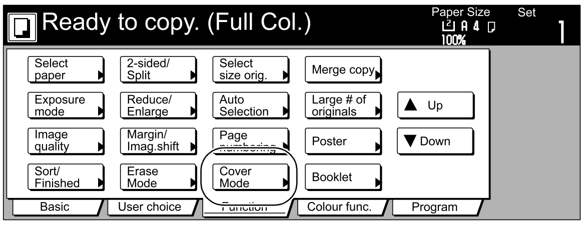
1. Set the originals to be copied.
2. Press the "Function" tab.
   The content of the "Function" tab will be displayed.

3 Press the “Cover Mode” key.
The “Cover Mode” screen will be displayed.

Inch specifications

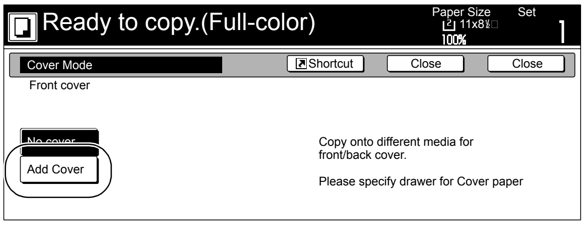

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
▲ Up
Orig.image quality
Margin/ Centering
Page #
Poster
▼ Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
▲ Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
▼ Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

4 Press the “Cover” key.
The screen to make the front cover settings will be displayed.

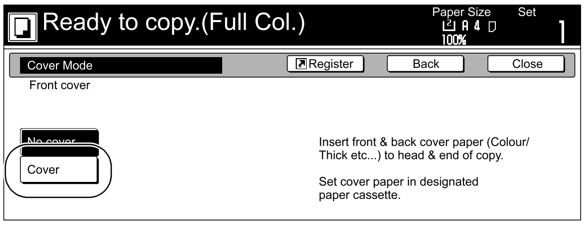
Inch specifications


Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Cover Mode
Shortcut
Close
Close
Front cover
No cover
Add Cover

Copy onto different media for front/back cover.

Please specify drawer for Cover paper

Metric specifications

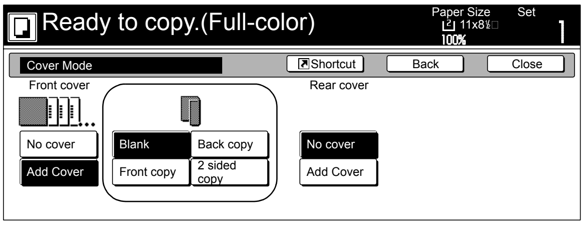

Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Cover Mode
Register
Back
Close
Front cover
No cover
Cover

Insert front & back cover paper (Colour/ Thick etc...) to head & end of copy.

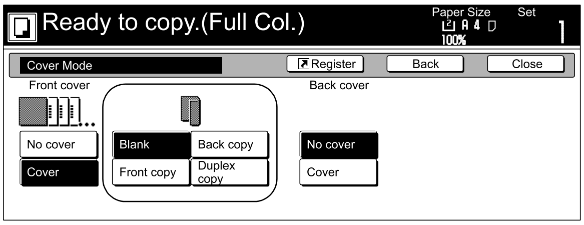
Set cover paper in designated paper cassette.

5 Select the desired settings for the front cover.

Inch specifications

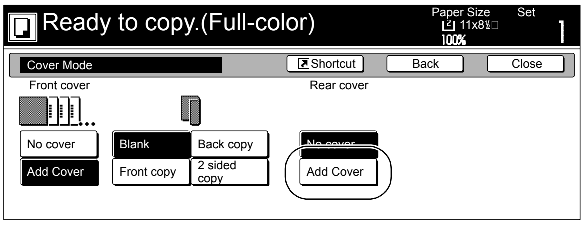

Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Cover Mode
Shortcut
Back
Close
Front cover
Rear cover
No cover
Add Cover
Blank
Back copy
Front copy
2 sided copy
No cover
Add Cover

Metric specifications

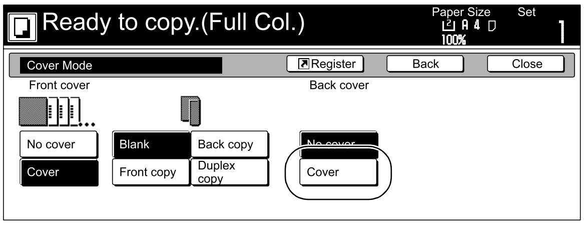

Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Cover Mode
Register
Back
Close
Front cover
Back cover
No cover
Cover
Blank
Back copy
Front copy
Duplex copy
No cover
Cover

6 Press the “Cover” key or the “No cover” key, as appropriate, to select whether or not you want to include a back cover. If you selected “Cover”, the screen to make the back cover settings will be displayed.

Inch specifications

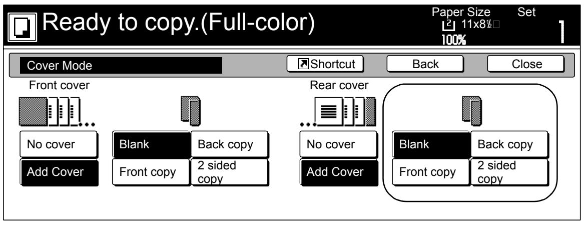

Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Cover Mode
Shortcut
Back
Close
Front cover
Rear cover
No cover
Add Cover
Blank
Back copy
Front copy
2 sided copy
No cover
Add Cover

Metric specifications

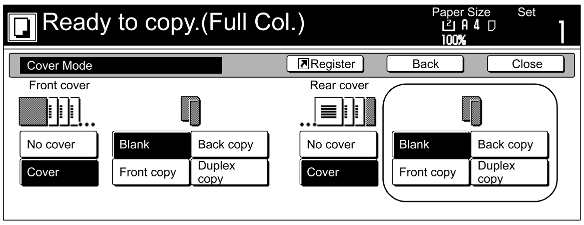

Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Cover Mode
Register
Back
Close
Front cover
Back cover
No cover
Cover
Blank
Back copy
Front copy
Duplex copy
No cover
Cover

7 Select the desired settings for the back cover.

Inch specifications

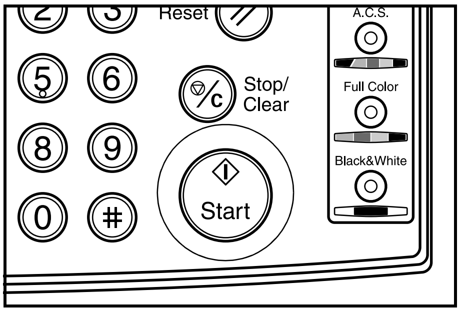

Ready to copy.(Full-color)
Paper Size
Set
11x8½
100%
1
Cover Mode
Shortcut
Back
Close
Front cover
Rear cover
No cover
Add Cover
Blank
Back copy
Front copy
2 sided copy
No cover
Add Cover
Blank
Back copy
Front copy
2 sided copy

Metric specifications


Ready to copy.(Full Col.)
Paper Size
Set
A4
100%
1
Cover Mode
Register
Back
Close
Front cover
Rear cover
No cover
Cover
Blank
Back copy
Front copy
Duplex copy
No cover
Cover
Blank
Back copy
Front copy
Duplex copy

8 Press the [Start] key.
Scanning of the originals will start.

If you set the originals in the optional Document Processor, copying will start automatically.
If you set an original on the platen, a message will be displayed telling you to set the next original. In this case, go to the next step.

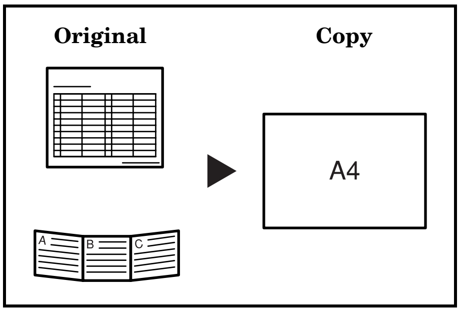

Reset
A.C.S.
5
6
Stop/
Clear
Full Color
8
9
Black&White
0
#
Start

9 Replace the first original with the next one and press the [Start] key.
Scanning of that next original will start.

10 Once you have finished scanning all of the originals, press the “Scanning finished” key.
Copying will start.

Original size selection mode

With this mode, if you manually select a size for the original, only that size image will be scanned for copying.
Use this mode as well when copying from originals of non-standard sizes.


Original
Copy
A4
A
B
C

NOTES

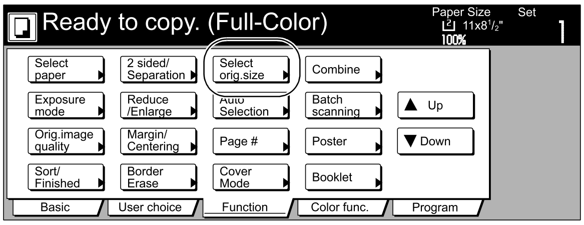
- You can register the size of non-standard originals that you often use as a custom original size. (See "**Original size registration**" on page 7-100.)
- ALWAYS set non-standard sized originals on the platen.
- Once you select the original size under this mode, you can copy with originals set on the platen even with the original cover (or the optional Document Processor) open.
- If this mode is used in combination with the Centering/Image shift mode, you can, for example, have the image of non-standard sized originals centered on standard sized copy paper. (See "**Centering the copy image [Centering/Image shift mode]**" on page 6-15.)

1 Set the originals to be copied.

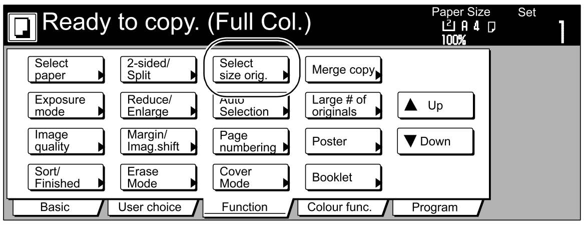
2 Press the "Function" tab.
The content of the "Function" tab will be displayed.

3 Press the "Select orig.size" ["Select size org."] key.
The "Select original size" ["Select size original"] screen will be displayed.

Inch specifications

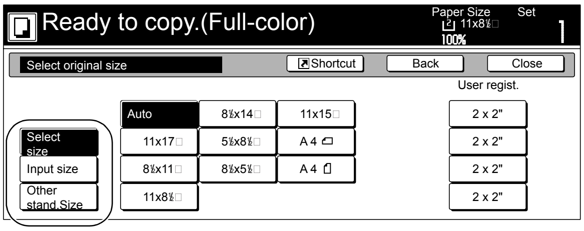

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
▲ Up
Orig.image quality
Margin/ Centering
Page #
Poster
▼ Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications

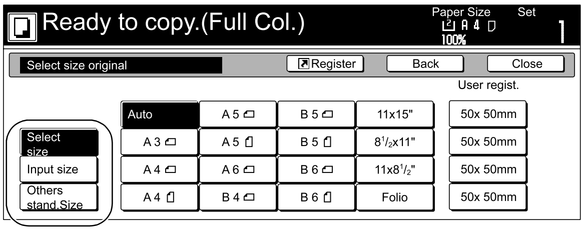

Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
▲ Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
▼ Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

4 Select the size of the originals.
If you want to select a standard scanning size, press the key that corresponds to the desired size and then go directly to step 9.
If you want to select a standard size other than those displayed, go to the next step.
If you want to select the dimensions of the scan area manually, go directly to step 7.

Inch specifications


Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Select original size
Shortcut
Back
Close
User regist.
Select size
Input size
Other stand.Size
Auto
8½x14
11x15
11x17
5½x8½
A4
8½x11
8½x5½
A4
11x8½
2 x 2"
2 x 2"
2 x 2"
2 x 2"

Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Select size original
Register
Back
Close
User regist.
Select size
Input size
Others stand.Size
Auto
A5
B5
11x15"
A3
A5
B5
8½x11"
A4
A6
B6
11x8½"
A4
B4
B6
Folio
50x 50mm
50x 50mm
50x 50mm
50x 50mm

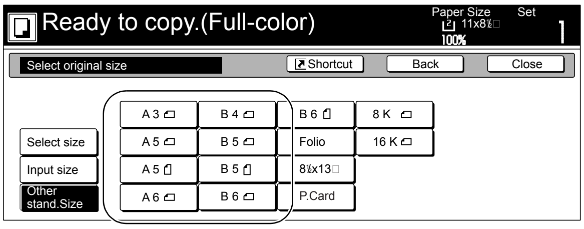
NOTE

If you have registered a custom original size, you will be able to select that size for use in this mode. (See "**Original size registration**" on page 7-100.)

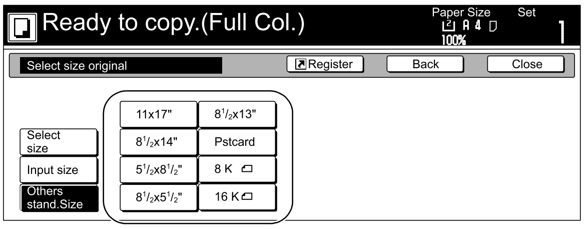
5 Press the “Other stand.Size” [“Others stand.Size”] key.

6 Select the size of the originals and then proceed to step 9.

Inch specifications


Ready to copy.(Full-color)
Paper Size
Set
11x8½
100%
1
Select original size
Shortcut
Back
Close
Select size
Input size
Other stand.Size
A3
B4
B6
8K
A5
B5
Folio
16K
A5
B5
8½x13
A6
B6
P.Card

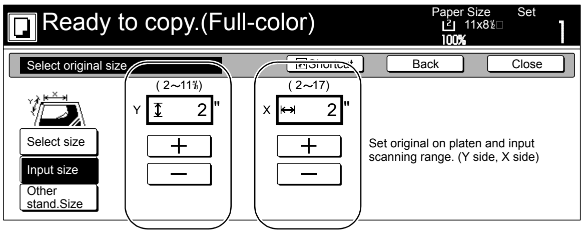
Metric specifications


Ready to copy.(Full Col.)
Paper Size
Set
A4
100%
1
Select size original
Register
Back
Close
Select size
Input size
Others stand.Size
11x17"
8½x13"
8½x14"
Pstcard
5½x8½"
8K
8½x5½"
16K

7 Press the “Input size” key.
The screen to set the dimensions of the scan area will be displayed.

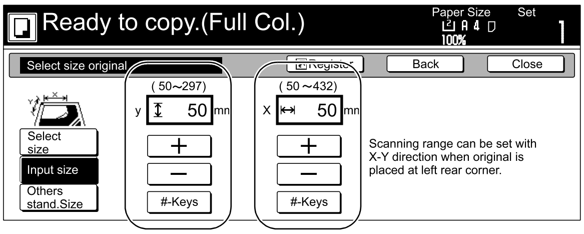
8 Based on the left rear corner of the platen being a setting of “0”, press the “+” key or the “-” key to change the dimensions of the scan area to the desired setting.
In metric specification copiers, the dimensions can also be entered directly by pressing the “#-Keys” key and then using the keypad.

Inch specifications


Ready to copy.(Full-color)
Paper Size
Set
11x8½
100%
1
Select original size
Back
Close
Select size
Input size
Other stand.Size
(2~11⅝)
Y
2"
+
−
(2~17)
X
2"
+
−

Set original on platen and input scanning range. (Y side, X side)

Metric specifications

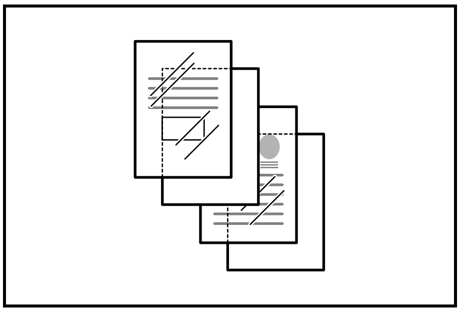

Ready to copy.(Full Col.)
Paper Size
Set
A4
100%
1
Select size original
Back
Close
Select size
Input size
Others stand.Size
(50~297)
y
50 mm
+
−
#-Keys
(50~432)
X
50 mm
+
−
#-Keys

Scanning range can be set with X-Y direction when original is placed at left rear corner.

9 Press the [Start] key.
Copying will start.

Feeding paper as a backing sheet for OHP transparencies [Transparency + backing sheet mode]

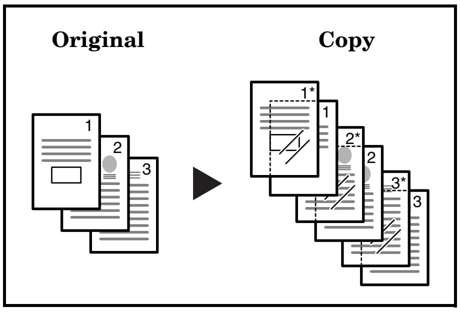
When 2 or 3 transparencies are piled on top of one another, static electricity can cause problems. This mode automatically places a backing sheet between the transparencies during copying for easy handling. You can also select whether or not to have the image of the original copied onto the backing sheet, or even make multiple copies from the same original.



IMPORTANT!
When copying onto transparencies, ALWAYS use the MP tray.

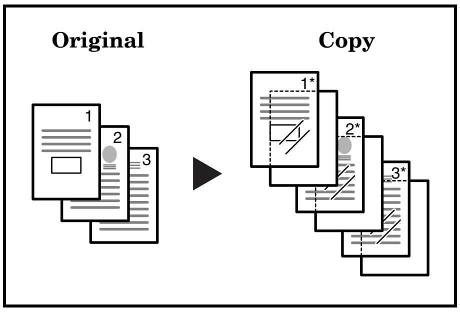
Copying onto the backing sheet

With this setting, after the original is copied onto the transparency, the same image will be copied onto the backing sheet as well. (The asterisk "*" in the illustration indicates the transparencies.)


Original
Copy
1
2
3
1*
1
2*
2
3*
3

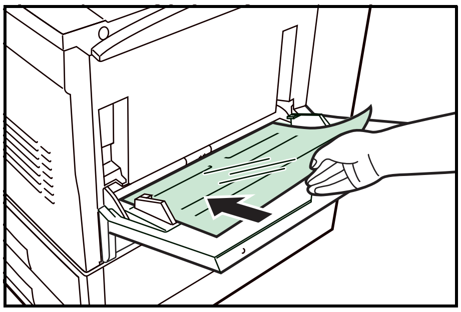
Leaving the backing sheet blank

With this setting, the original will be copied onto the transparency but the backing sheet will be left blank. (The asterisk "*" in the illustration indicates the transparencies.)


Original
Copy
1
2
3
1*
2*
3*

1 Set the originals to be copied.

2 Set the transparency film on the MP tray.

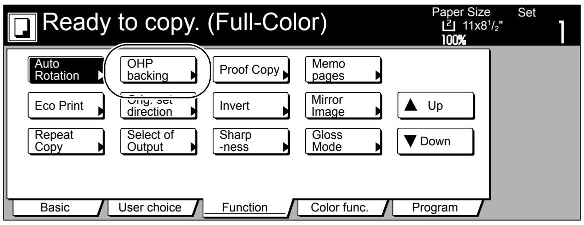


IMPORTANT!
- Fan through the transparencies before setting them.
- Up to 25 transparencies can be set on the MP tray at one time.
- Only 11" × 8 1/2" [A4] size transparencies can be used in this mode.
- Make sure that paper of the same size and orientation as the transparencies has been loaded into a drawer[cassette].

3 Press the "Function" tab and then the "▼ Down" key.
The content of the next portion of the "Function" tab will be displayed.

4 Press the "OHP backing" ["OHP back"] key.
The "OHP backing" ["OHP back"] screen will be displayed.

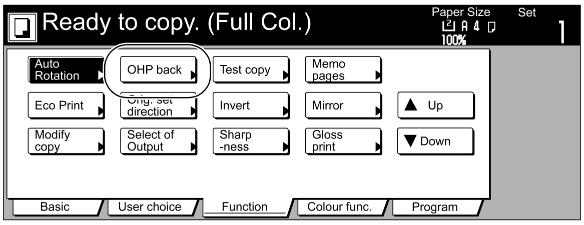
Inch specifications



Ready to copy. (Full-Color)

Paper Size
11x8½"
100%
Set
1
Auto Rotation
OHP backing
Proof Copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror Image
▲ Up
Repeat Copy
Select of Output
Sharp -ness
Gloss Mode
▼ Down
Basic
User choice
Function
Color func.
Program

Metric specifications

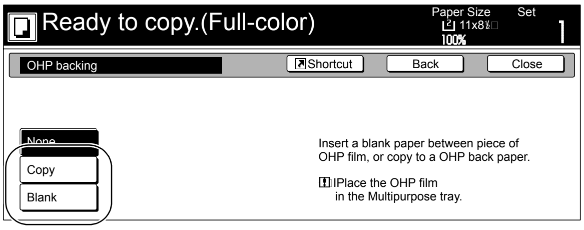


Ready to copy. (Full Col.)

Paper Size
A4
100%
Set
1
Auto Rotation
OHP back
Test copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror
▲ Up
Modify copy
Select of Output
Sharp -ness
Gloss print
▼ Down
Basic
User choice
Function
Colour func.
Program

5 Press the “Copy” key or the “Blank” key, as appropriate.

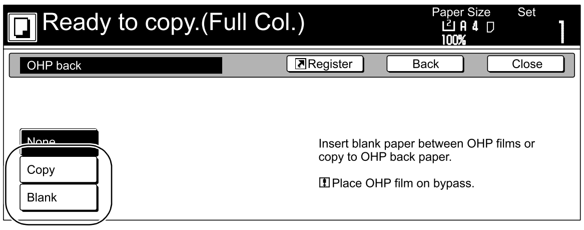
Inch specifications


Ready to copy.(Full-color)
Paper Size
Set
11x8½
100%
1
OHP backing
Shortcut
Back
Close
None
Copy
Blank

Insert a blank paper between piece of OHP film, or copy to a OHP back paper.

IPlace the OHP film in the Multipurpose tray.

Metric specifications


Ready to copy.(Full Col.)
Paper Size
Set
A4
100%
1
OHP back
Register
Back
Close
None
Copy
Blank

Insert blank paper between OHP films or copy to OHP back paper.

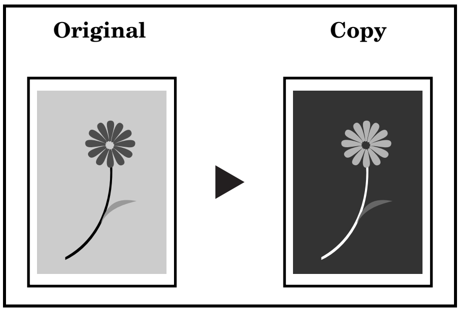
Place OHP film on bypass.

6 Press the [Start] key.
Copying will start.

Inverting black and white AND color [Invert mode]

With this mode, you can make copies where the dark and light, as well as the color, areas of the image are inverted (reversed).

* If multiple inverted copies are being made, "Please wait Now cleaning" may be displayed.


Original
Copy

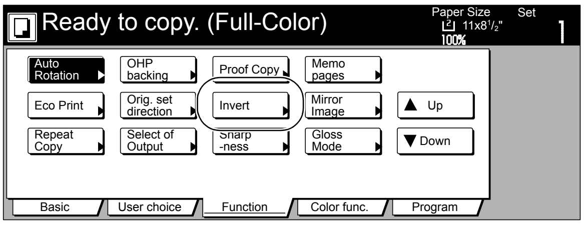
1 Set the originals to be copied.

2 Press the "Function" tab.
The content of the "Function" tab will be displayed.

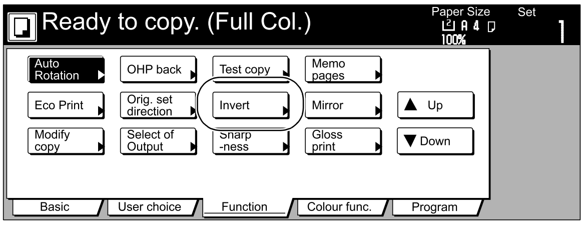
3 Press the "▼ Down" key.
The content of the next portion of the "Function" tab will be displayed.

4 Press the "Invert" key.
The "Invert" screen will be displayed.

Inch specifications

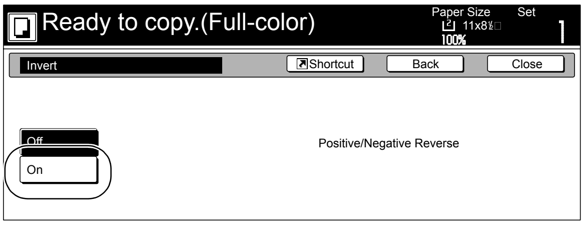

Ready to copy. (Full-Color)
Paper Size
Set
11x8½"
100%
1
Auto Rotation
OHP backing
Proof Copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror Image
Up
Repeat Copy
Select of Output
Sharp -ness
Gloss Mode
Down
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
Set
A4
100%
1
Auto Rotation
OHP back
Test copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror
Up
Modify copy
Select of Output
Sharp -ness
Gloss print
Down
Basic
User choice
Function
Colour func.
Program

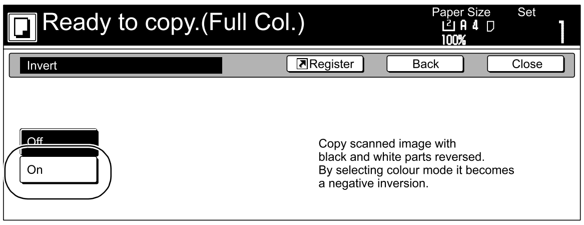
5 Press the "On" key.

Inch specifications


Ready to copy.(Full-color)

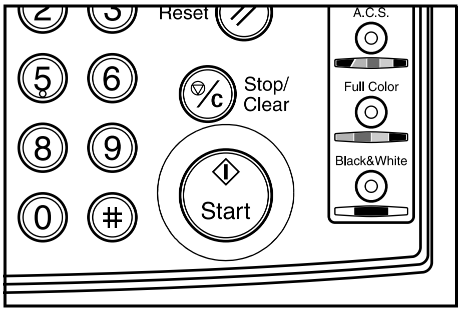
Positive/Negative Reverse
Paper Size
Set
11x8½
100%
1
Invert
Shortcut
Back
Close
Off
On

Metric specifications


Ready to copy.(Full Col.)

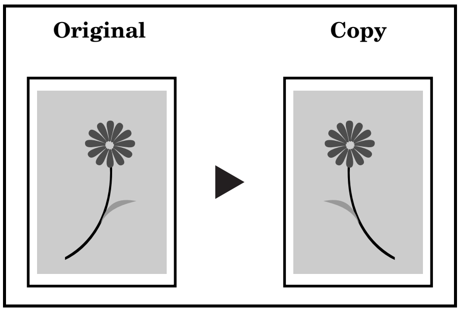
Copy scanned image with black and white parts reversed. By selecting colour mode it becomes a negative inversion.
Paper Size
Set
A4
100%
1
Invert
Register
Back
Close
Off
On

6 Press the [Start] key.
Copying will start.


Reset
A.C.S.
5
6
Stop/ Clear
Full Color
8
9
Black&White
0
#
Start

Making mirror image copies [Mirror image mode]

With this mode, you can make mirror image copies.


Original
Copy

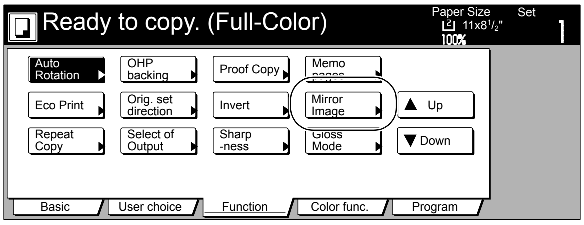
1 Set the originals to be copied.

2 Press the “Function” tab.
The content of the “Function” tab will be displayed.

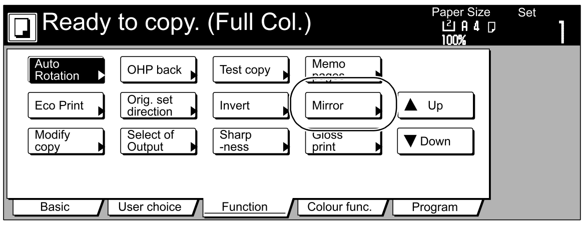
3 Press the “▼ Down” key.
The content of the next portion of the “Function” tab will be displayed.

4 Press the “Mirror Image” key.
The “Mirror Image” screen will be displayed.

Inch specifications

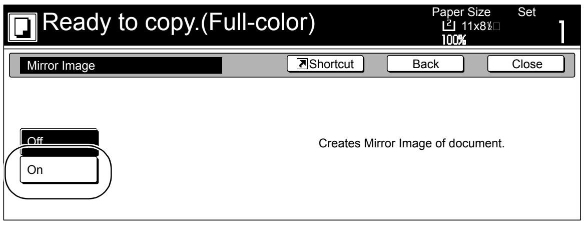

Ready to copy. (Full-Color)
Paper Size
Set
11x8½"
100%
1
Auto Rotation
OHP backing
Proof Copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror Image
▲ Up
Repeat Copy
Select of Output
Sharp -ness
Gloss Mode
▼ Down
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
Set
A4
100%
1
Auto Rotation
OHP back
Test copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror
▲ Up
Modify copy
Select of Output
Sharp -ness
Gloss print
▼ Down
Basic
User choice
Function
Colour func.
Program

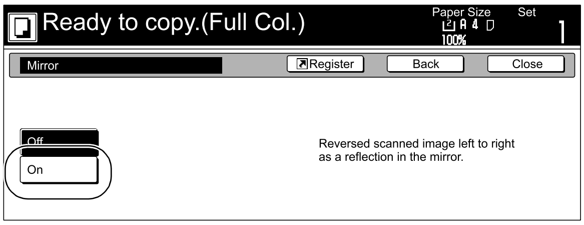
5 Press the “On” key.

Inch specifications


Ready to copy.(Full-color)

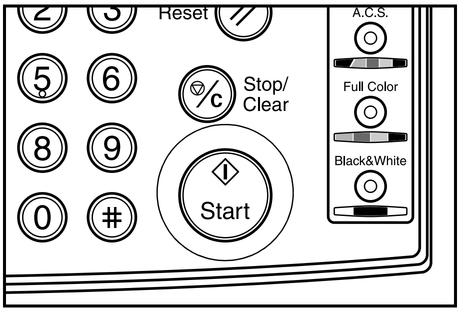
Creates Mirror Image of document.
Paper Size
Set
11x8½
100%
1
Mirror Image
Shortcut
Back
Close
Off
On

Metric specifications


Ready to copy.(Full Col.)

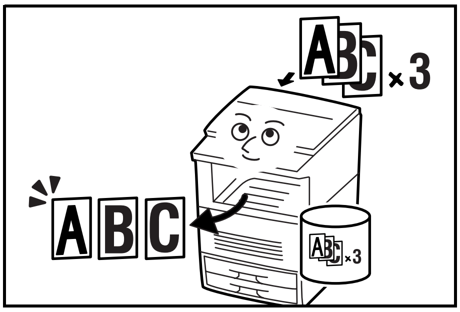
Reversed scanned image left to right as a reflection in the mirror.
Paper Size
Set
A4
100%
1
Mirror
Register
Back
Close
Off
On

6 Press the [Start] key.
Copying will start.


Reset
A.C.S.
5
6
Stop/ Clear
Full Color
8
9
Black&White
0
#
Start

Making a test copy prior to large volume copying [Proof mode]

With this mode, you can use the same settings to create a single set of test copies in order to verify the results prior to actually starting to make a large number of copies or copy sets. This way, if there is a problem with the copies, you can cancel print out in order to change the settings and eliminate a great majority of miss-copying.


ABC ×3
ABC
ABC ×3

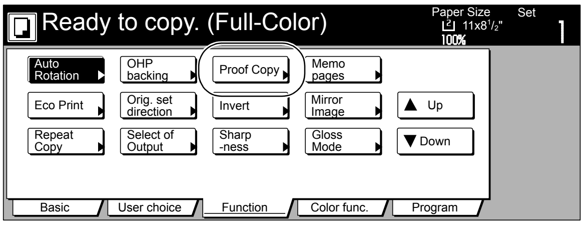
1 Set the originals to be copied.

2 Press the “Function” tab.
The content of the “Function” tab will be displayed.

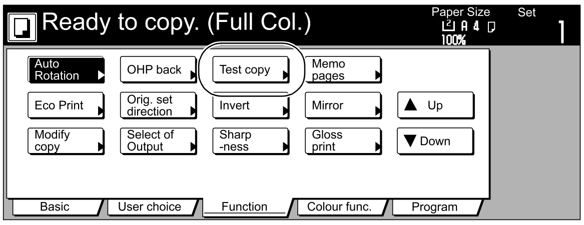
3 Press the “▼ Down” key.
The content of the next portion of the “Function” tab will be displayed.

4 Press the “Proof Copy” [“Test copy”] key.
The “Proof Copy” [“Test copy”] screen will be displayed.

Inch specifications

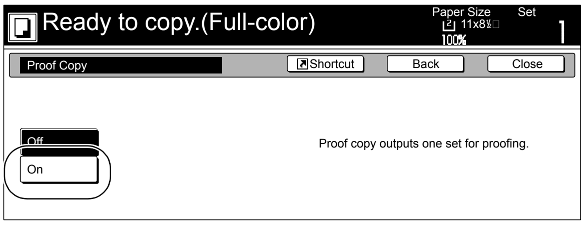

Ready to copy. (Full-Color)
Paper Size
11x8 1/2"
100%
Set
1
Auto Rotation
OHP backing
Proof Copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror Image
▲ Up
Repeat Copy
Select of Output
Sharp -ness
Gloss Mode
▼ Down
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Auto Rotation
OHP back
Test copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror
▲ Up
Modify copy
Select of Output
Sharp -ness
Gloss print
▼ Down
Basic
User choice
Function
Colour func.
Program

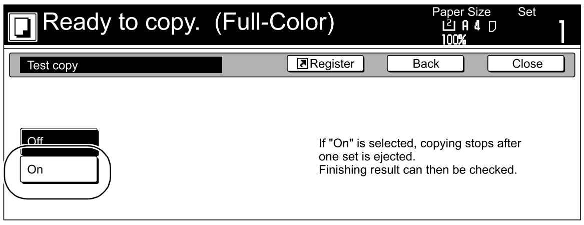
5 Press the “On” key.

Inch specifications


Ready to copy.(Full-color)
Paper Size
11x8 1/2
100%
Set
1
Proof Copy
Shortcut
Back
Close
Off
On

Proof copy outputs one set for proofing.

Metric specifications


Ready to copy. (Full-Color)
Paper Size
A4
100%
Set
1
Test copy
Register
Back
Close
Off
On

If "On" is selected, copying stops after one set is ejected.
Finishing result can then be checked.

6 Press the [Start] key.
Copying will start.

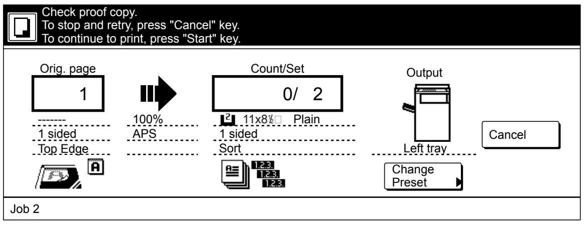
If a message appears telling you to set the next original, go to the next step.

7 Replace the first original with the next one and press the [Start] key.
Scanning of that next original will start.

8 Once you have finished scanning all of the originals, press the “Scanning finished” key.
Copying of the test copy set will start.

9 Once the test copy set is complete, a screen will be displayed in order to verify whether or not you want to make the initially designated number of copy sets at the present settings, and the copier will enter a waiting-to-copy state. Check the test copies.

Inch specifications



Check proof copy.
To stop and retry, press "Cancel" key.
To continue to print, press "Start" key.

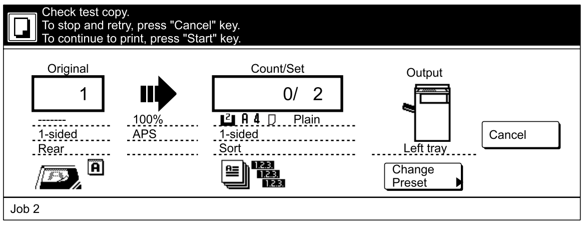
Orig. page: 1
----
1 sided
Top Edge

100%
APS

Count/Set: 0/ 2
11x8½ Plain
1 sided
Sort

Output: Left tray

Metric specifications



Check test copy.
To stop and retry, press "Cancel" key.
To continue to print, press "Start" key.

Original: 1

1-sided
Rear

100%
APS

Count/Set: 0/ 2
A4 Plain
1-sided
Sort

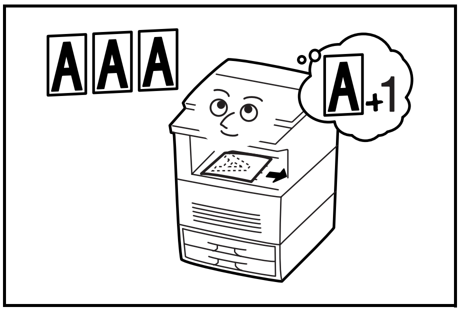
Output: Left tray

- If there is no problem with the copies
  Press the [Start] key and copying of the initially designated number of copy sets will start. If you want to change the number of copies to be made, press the “Change Preset” key and enter the actual number of copies you do want to make.

- If there is some problem with the copies
  Press the “Cancel” key to cancel the copy job and start the procedure from the beginning.

Making more of the same copies after a copy job is finished [Repeat copy mode]

With this mode, if you think you might want to make another set of the same copies even after the initial copy job is finished, simply turn the repeat copy mode ON and you can make the necessary number of additional copies later. In order to maintain privacy, you can make it necessary to enter a password in order to use the repeat copy mode so that, if the entered code doesn't match the registered password, it will not be possible to use the repeat copy mode.



NOTES

- Only one set of originals can be saved at one time for repeat copying. Once you scan in new originals for repeat copying, the data for the old originals will be deleted.
- All data for repeat copying will be deleted in cases such as when the power switch is turned OFF or the scanner functions of the copier are use.
- You can prohibit repeat copying as well as make repeat copying the default setting in the initial mode. (See "**Repeat copying ON/OFF**" on page 7-93.)

Registering a copy job for repeat copying

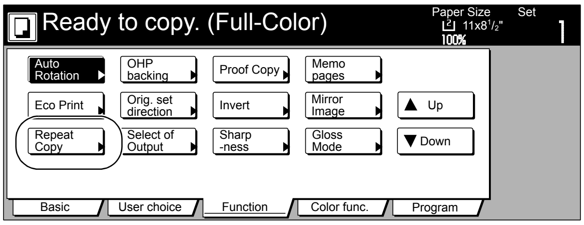
1 Set the originals to be copied.

2 Press the "Function" tab.
The content of the "Function" tab will be displayed.

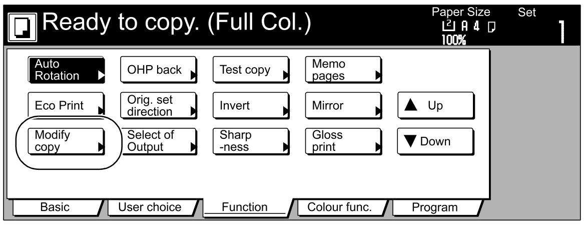
3 Press the "▼ Down" key.
The content of the next portion of the "Function" tab will be displayed.

4 Press the "Repeat Copy" key.
The "Repeat Copy" screen will be displayed.

Inch specifications

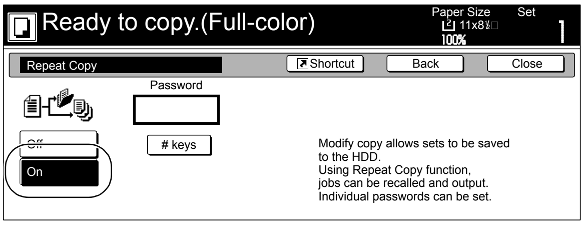

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Auto Rotation
OHP backing
Proof Copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror Image
▲ Up
Repeat Copy
Select of Output
Sharp -ness
Gloss Mode
▼ Down
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Auto Rotation
OHP back
Test copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror
▲ Up
Modify copy
Select of Output
Sharp -ness
Gloss print
▼ Down
Basic
User choice
Function
Colour func.
Program

5 Press the "On" key.

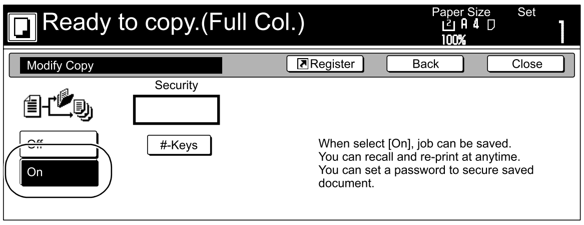
Inch specifications


Ready to copy.(Full-color)

Repeat Copy

Modify copy allows sets to be saved to the HDD.
Using Repeat Copy function, jobs can be recalled and output.
Individual passwords can be set.
Paper Size
11x8½
100%
Set
1
Shortcut
Back
Close
Password
# keys
Off
On

Metric specifications


Ready to copy.(Full Col.)

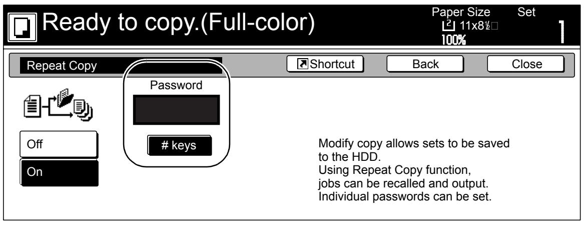
Modify Copy

When select [On], job can be saved.
You can recall and re-print at anytime.
You can set a password to secure saved document.
Paper Size
A4
100%
Set
1
Register
Back
Close
Security
#-Keys
Off
On

If you want to register a password, go to the next step.
If you do NOT want to register a password, go directly to step 7.

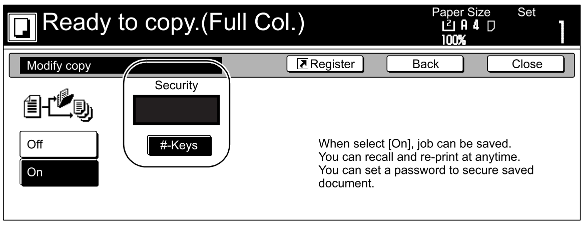
6 Press the "# keys" ["#-Keys"] key to highlight that key and then enter the password that will enable repeat copying for these originals.

Inch specifications


Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Repeat Copy
Shortcut
Back
Close
Password
# keys
Off
On

Modify copy allows sets to be saved to the HDD.
Using Repeat Copy function, jobs can be recalled and output.
Individual passwords can be set.

Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Modify copy
Register
Back
Close
Security
#-Keys
Off
On

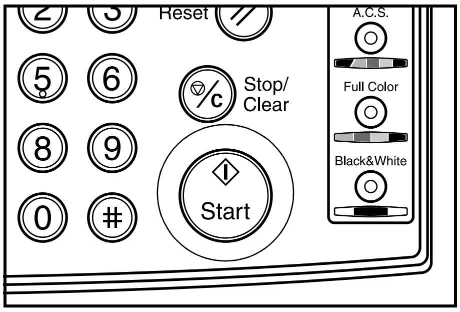
When select [On], job can be saved.
You can recall and re-print at anytime.
You can set a password to secure saved document.

NOTES

- The password can be between 1 and 8 digits long.
- If you forget the password that you enter here, repeat copying will not be possible for these originals. Be sure to keep some sort of record of the password.

7 Press the [Start] key.
Copying will start.

If a message appears telling you to set the next original, go to the next step.


Reset
A.C.S.
5
6
Stop/
Clear
Full Color
8
9
Black&White
0
#
Start

8 Replace the first original with the next one and press the [Start] key.
Scanning of that next original will start.

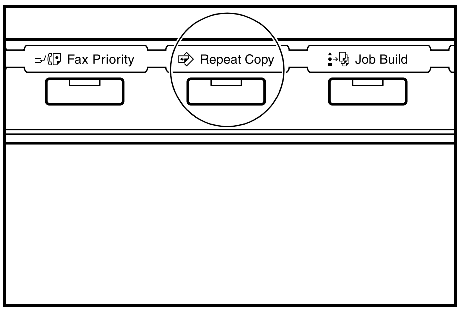
9 Once you have finished scanning all of the originals, press the "Scanning finished" key.
Copying will start.

Printing out with the repeat copy mode

By pressing the [Repeat Copy] key you can access the "Repeat copy" screen and verify the content of the registered copy job. You can print out the first page of that copy job, reprint the full job or delete the data for that job.

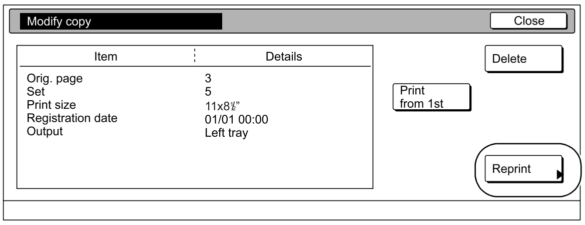
Reprinting a registered copy job

1 Press the [Repeat Copy] key.
The "Repeat copy" screen will be displayed.


Fax Priority
Repeat Copy
Job Build

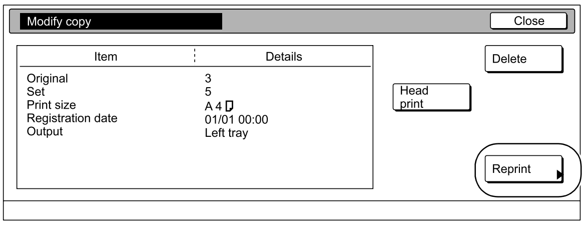
2 Press the "Reprint" key.

Inch specifications


Modify copy
Close
Delete
Print from 1st
Reprint

Item	Details
Orig. page	3
Set	5
Print size	11x8½"
Registration date	01/01 00:00
Output	Left tray

Metric specifications


Modify copy
Close
Delete
Head print
Reprint

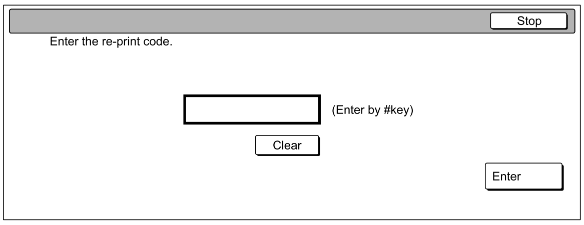
Item	Details
Original	3
Set	5
Print size	A4
Registration date	01/01 00:00
Output	Left tray

If you designated a password when you registered the copy job for repeat copying, the code input screen will be displayed. In this case, go to the next step.

If you did NOT designate a password when you registered the copy job for repeat copying, the screen to select the number of copies or copy sets to be made will be displayed. In this case, go directly to step 4.

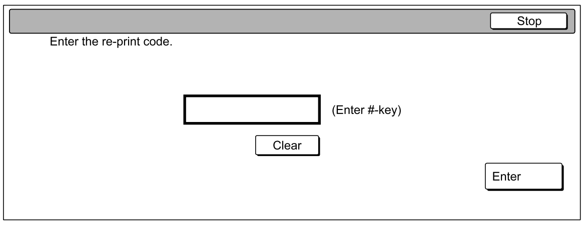
3 Use the keypad to enter the appropriate password and the press the “Enter” key. If the entered code matches the registered one, the screen to select the number of copies or copy sets to be made will be displayed.

Inch specifications


Stop
(Enter by #key)
Clear
Enter

Enter the re-print code.

Metric specifications


Stop
(Enter #-key)
Clear
Enter

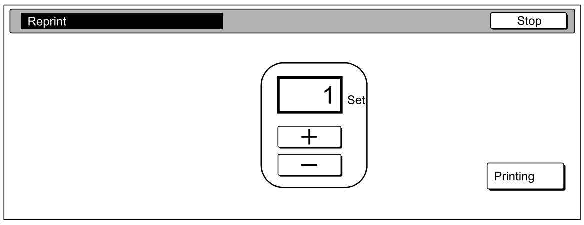
Enter the re-print code.

NOTES

- To reenter a mistaken password, press the “Clear” key.
- If you press the “Stop” key, the touch panel will return to the screen in step 2.

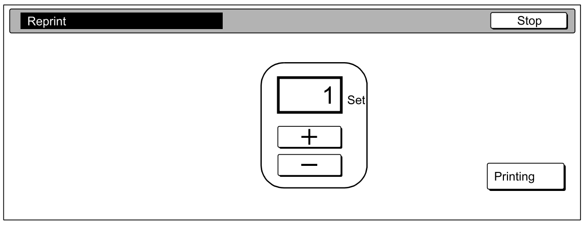
4 Press the “+” key or the “-” key to set the number of copies or copy sets to be made.

Inch specifications


Reprint
Stop
Set
+
−
Printing

1 Set

Metric specifications

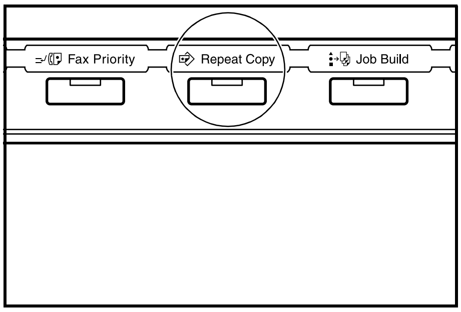

Reprint
Stop
Set
+
−
Printing

1 Set

5 Press the “Printing” key.
Print out will start.

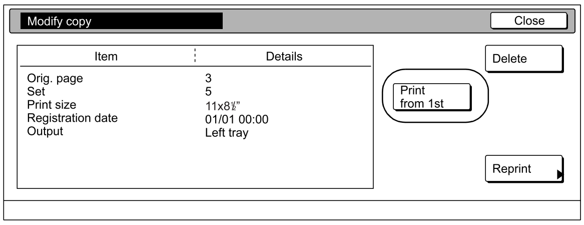
Printing out the first page of a registered copy job

1 Press the [Repeat Copy] key.
The “Repeat copy” screen will be displayed.


Fax Priority
Repeat Copy
Job Build

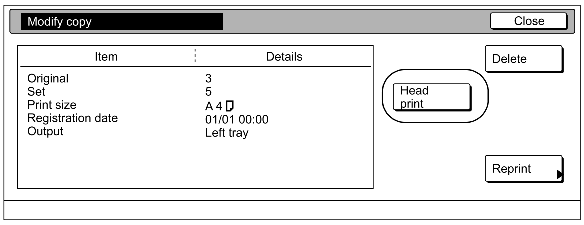
2 Press the “Print from 1st” [“Head print”] key.

Inch specifications


Modify copy
Close
Delete
Print from 1st
Reprint

Item	Details
Orig. page	3
Set	5
Print size	11x8½”
Registration date	01/01 00:00
Output	Left tray

Metric specifications


Modify copy
Close
Delete
Head print
Reprint

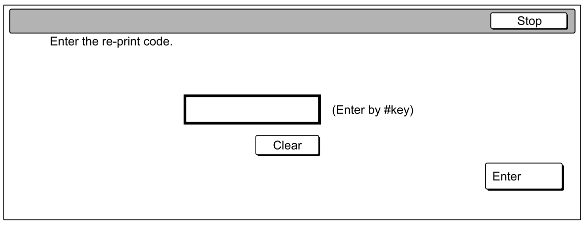
Item	Details
Original	3
Set	5
Print size	A 4
Registration date	01/01 00:00
Output	Left tray

If you designated a password when you registered the copy job for repeat copying, the code input screen will be displayed. In this case, go to the next step.

If you did NOT designate a password when you registered the copy job for repeat copying, print out of the first page of that job will start.

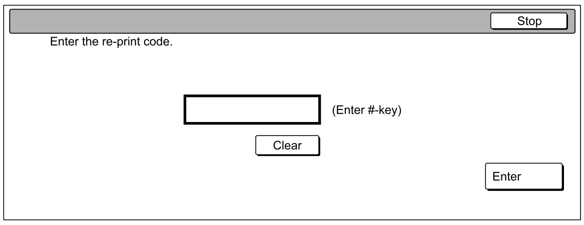
3 Use the keypad to enter the appropriate password and the press the “Enter” key. If the entered code matches the registered one, print out of the first page of the registered copy job will start.

Inch specifications


Stop
(Enter by #key)
Clear
Enter

Enter the re-print code.

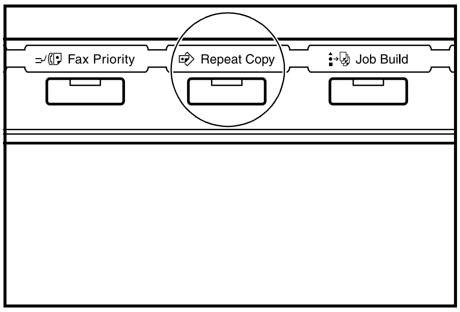
Metric specifications


Stop
(Enter #-key)
Clear
Enter

Enter the re-print code.

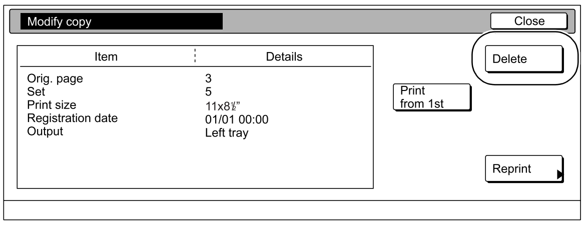
Deleting a registered copy job

1 Press the [Repeat Copy] key.
The “Repeat copy” screen will be displayed.


Fax Priority
Repeat Copy
Job Build

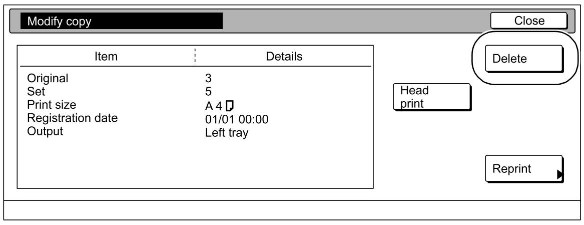
2 Press the “Delete” key.
A verification screen will be displayed.

Inch specifications


Modify copy
Close
Delete
Print from 1st
Reprint

Item	Details
Orig. page	3
Set	5
Print size	11x8½"
Registration date	01/01 00:00
Output	Left tray

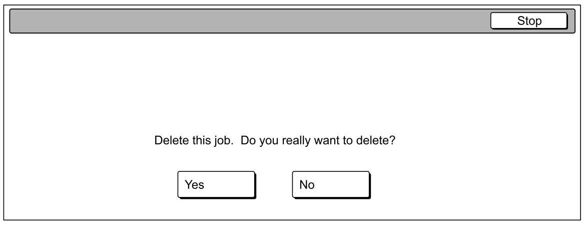
Metric specifications


Modify copy
Close
Delete
Head print
Reprint

Item	Details
Original	3
Set	5
Print size	A4
Registration date	01/01 00:00
Output	Left tray

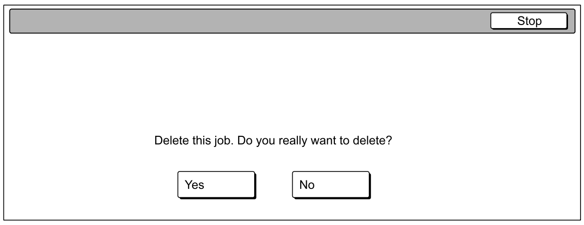
3 Press the “Yes” key or the “No” key, as appropriate.

Inch specifications



Delete this job. Do you really want to delete?

Metric specifications



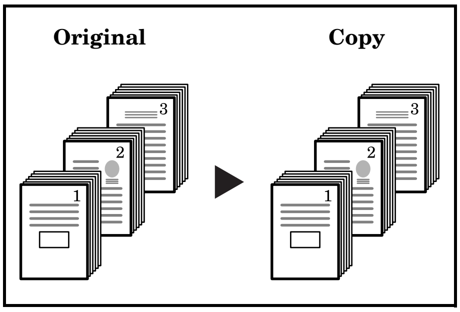
Delete this job. Do you really want to delete?

If you selected “Yes”, the job data will be delete and the touch panel will return to the contents of the “Basic” tab.

If you selected “No”, the touch panel will return to the screen in step 2 without canceling the selected job.

Copying a large volume of originals in one operation [Batch scanning mode]

With this mode, you can scan multiple sets of originals and then have them all copied at the same time. Scan one set of originals of the same type and then register that as a single step in the copy job, and you can copy an extremely large volume of originals in one batch.

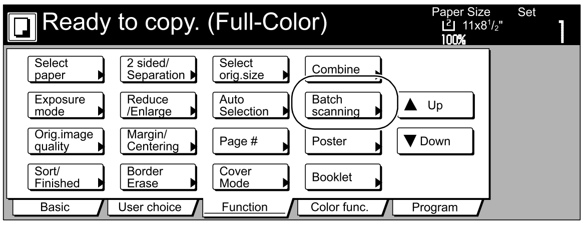

Original
Copy
1
2
3
1
2
3

1 Set the originals to be copied.

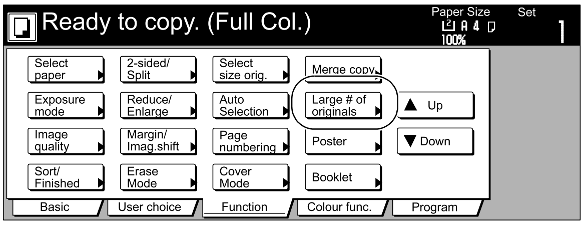
2 Press the “Function” tab.
The content of the “Function” tab will be displayed.

3 Press the “Batch scanning” [“Large # of originals”] key.
The “Batch scanning” [“Multiple scanning”] screen will be displayed.

Inch specifications

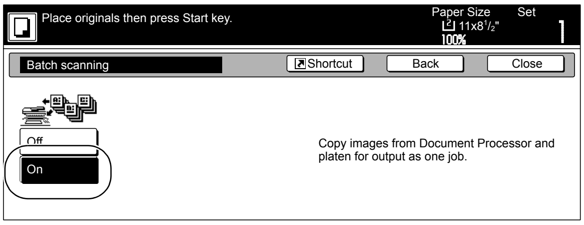

Ready to copy. (Full-Color)
Paper Size
Set
11x8½"
100%
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
▲ Up
Orig.image quality
Margin/ Centering
Page #
Poster
▼ Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
Set
A4
100%
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
▲ Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
▼ Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

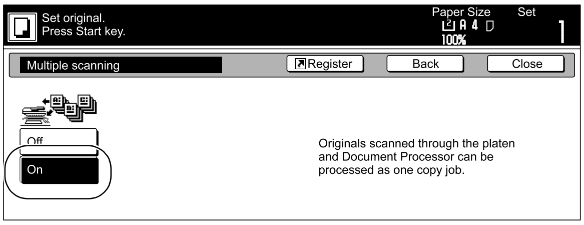
4 Press the “On” key.

Inch specifications


Place originals then press Start key.

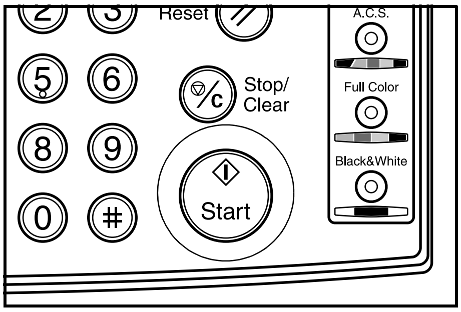
Copy images from Document Processor and platen for output as one job.
Paper Size
Set
11x8½"
100%
1
Batch scanning
Shortcut
Back
Close
Off
On

Metric specifications


Set original.
Press Start key.

Originals scanned through the platen and Document Processor can be processed as one copy job.
Paper Size
Set
A4
100%
1
Multiple scanning
Register
Back
Close
Off
On

5 Press the [Start] key.
Scanning of the originals will start.

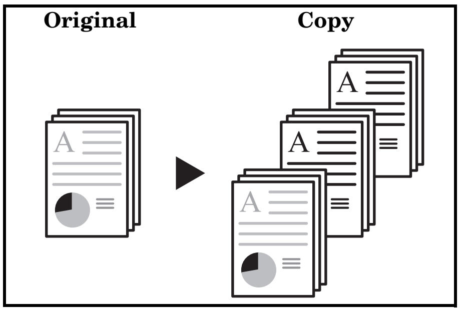

Reset
A.C.S.
5
6
Stop/ Clear
Full Color
8
9
Black&White
0
#
Start

6 Replace the first original with the next one and press the [Start] key.
Scanning of those next originals (the next step in the copy job) will start.

7 Once you have finished scanning all of the originals, press the “Scanning finished” key.
Copying will start.

Making both color AND black & white copies at the same time [Color/BW selection mode]

This mode is convenient when you do not necessarily need all of the copies to be in color, and some of them can be made in black and white. In this case, using this mode can save you time as making some black and white copies will be faster than making all color copies.

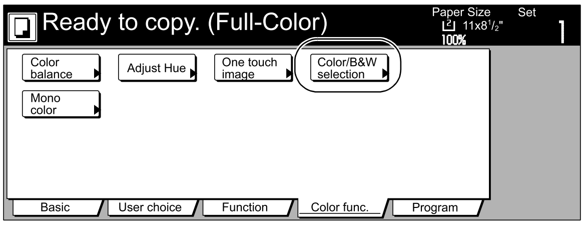

Original
Copy
A
A
A
A

1 Set the originals to be copied.

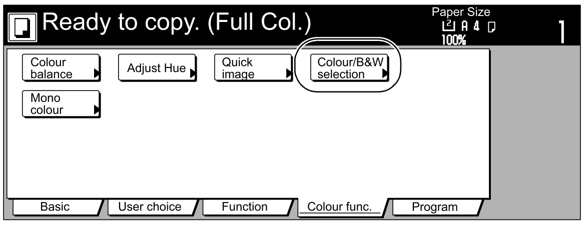
2 Press the “Color func.” [“Colour func.”] tab.
The content of the “Color func.” [“Colour func.”] tab will be displayed.

3 Press the “Color/B&W selection” [“Colour/B&W selection”] key.
The “Color/B&W selection” [“Colour/B&W selection”] screen will be displayed.

Inch specifications

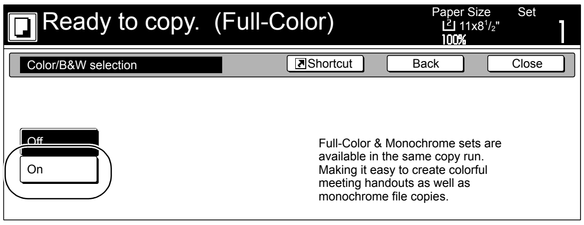

Ready to copy. (Full-Color)
Paper Size
11x8¹/₂"
100%
Set
1
Color balance
Adjust Hue
One touch image
Color/B&W selection
Mono color
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
A4
100%
1
Colour balance
Adjust Hue
Quick image
Colour/B&W selection
Mono colour
Basic
User choice
Function
Colour func.
Program

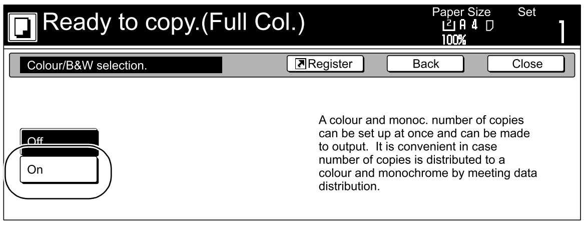
4 Press the “On” key.

Inch specifications


Ready to copy. (Full-Color)

Full-Color & Monochrome sets are available in the same copy run. Making it easy to create colorful meeting handouts as well as monochrome file copies.
Paper Size
11x8¹/₂"
100%
Set
1
Color/B&W selection
Shortcut
Back
Close
Off
On

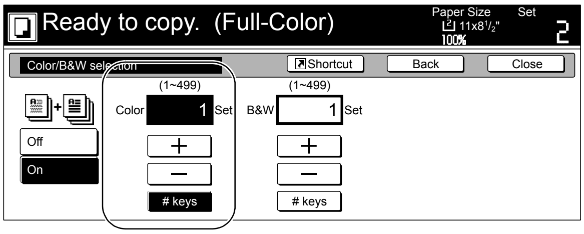
Metric specifications


Ready to copy.(Full Col.)

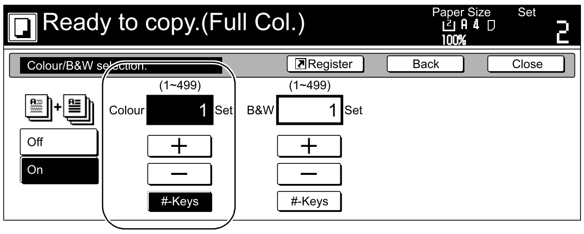
A colour and monoc. number of copies can be set up at once and can be made to output. It is convenient in case number of copies is distributed to a colour and monochrome by meeting data distribution.
Paper Size
A4
100%
Set
1
Colour/B&W selection.
Register
Back
Close
Off
On

5 Press the left side “+” key or the “-” key to select the number of color copies (or copy sets) you want to make.
The desired number of color copies can also be entered directly by pressing the left side “# keys” [“#-Keys”] key and then using the keypad.

Inch specifications

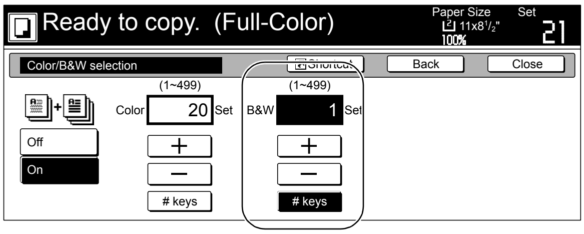

Ready to copy. (Full-Color)
Paper Size
11x8¹/₂"
100%
Set
2
Color/B&W selection
Shortcut
Back
Close
(1~499)
Color
1
Set
(1~499)
B&W
1
Set
Off
On
+
−
# keys
+
−
# keys

Metric specifications

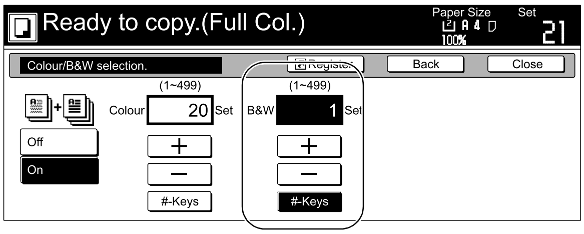

Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
2
Colour/B&W selection.
Register
Back
Close
(1~499)
Colour
1
Set
(1~499)
B&W
1
Set
Off
On
+
−
#-Keys
+
−
#-Keys

6 Press the right side "+" key or the "-" key to select the number of black and white copies (or copy sets) you want to make.
The desired number of black and white copies can also be entered directly by pressing the right side "# keys" ["#-Keys"] key and then using the keypad.

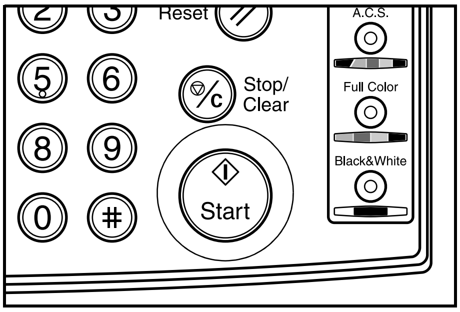
Inch specifications


Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
21
Color/B&W selection
Shortcut
Back
Close
(1~499)
Color
20
Set
(1~499)
B&W
1
Set
Off
On
+
−
# keys
+
−
# keys

Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
21
Colour/B&W selection.
Register
Back
Close
(1~499)
Colour
20
Set
(1~499)
B&W
1
Set
Off
On
+
−
#-Keys
+
−
#-Keys

7 Press the [Start] key.
Copying will start.


Reset
5
6
8
9
0
#
Stop/
Clear
Start
A.C.S.
Full Color
Black&White

Adjusting the sharpness

This setting adjusts the contours of the image. When, for example, copying originals that were written in pencil, if the text or lines are blurred or broken, increase the sharpness setting (select a plus value) and the text and lines should be copied more clearly. When copying pictures from magazines and the like where the dots in the photograph are evident and a moiré effect occurs (the phenomenon where the dots do not appear to be lined up properly but seem to be grouped together in patterns), decrease the sharpness (select a minus value) to lighten the contours and reduce the moiré effect.

NOTE
For a sample of copies made with an adjusted sharpness, see "**Sharpness adjustment samples**" on page iv.

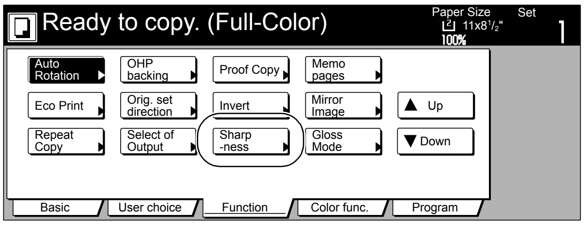
1 Set the originals to be copied.

2 Press the "Function" tab.
The content of the "Function" tab will be displayed.

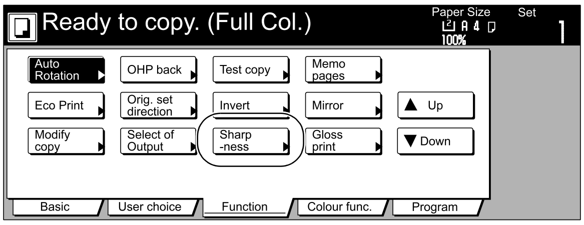
3 Press the "▼ Down" key.
The content of the next portion of the "Function" tab will be displayed.

4 Press the "Sharpness" key.
The "Sharpness" screen will be displayed.

Inch specifications

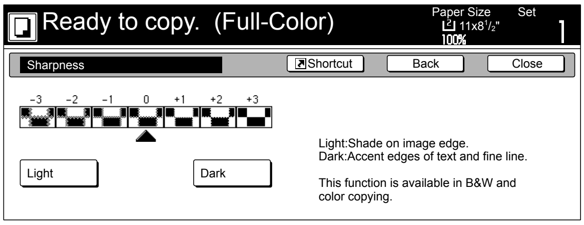

Ready to copy. (Full-Color)
Paper Size
11x8¹/₂"
100%
Set
1
Auto Rotation
OHP backing
Proof Copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror Image
▲ Up
Repeat Copy
Select of Output
Sharp -ness
Gloss Mode
▼ Down
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Auto Rotation
OHP back
Test copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror
▲ Up
Modify copy
Select of Output
Sharp -ness
Gloss print
▼ Down
Basic
User choice
Function
Colour func.
Program

5 Use the "Dark" ["Heavy"] key or the "Light" key to adjust the sharpness as desired.

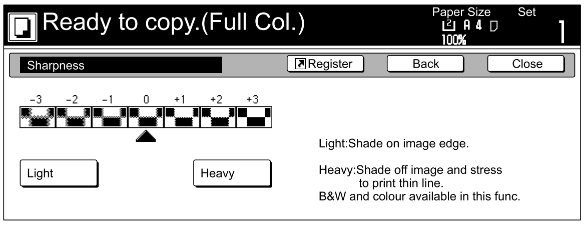
Inch specifications


Ready to copy. (Full-Color)
Paper Size
11x8¹/₂"
100%
Set
1
Sharpness
Shortcut
Back
Close
−3
−2
−1
0
+1
+2
+3
Light
Dark

Light:Shade on image edge.
Dark:Accent edges of text and fine line.

This function is available in B&W and color copying.

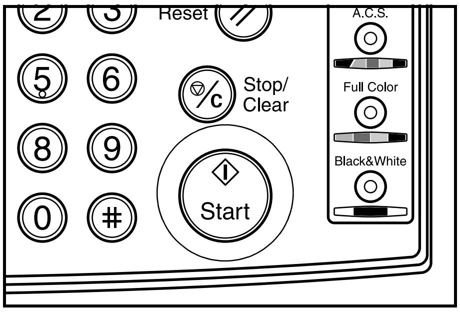
Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Sharpness
Register
Back
Close
−3
−2
−1
0
+1
+2
+3
Light
Heavy

Light:Shade on image edge.

Heavy:Shade off image and stress to print thin line.
B&W and colour available in this func.

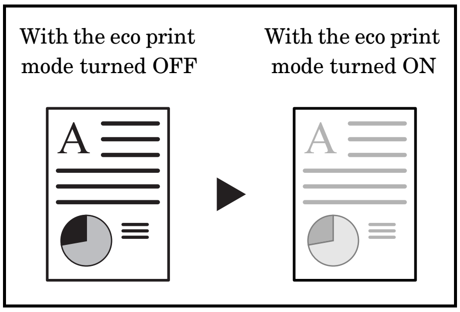
6 Press the [Start] key.
Copying will start.


Reset
A.C.S.
5
6
Stop/ Clear
Full Color
8
9
Black&White
Start
0
#

Saving on toner use [Eco print mode]

With this mode, you can reduce the amount of toner that is used to make the copies.
Use this mode with, for example making test copies, when you do not especially need to print out high quality copies. You can also make the eco print mode the default setting in the initial mode. (See "**Eco print mode ON/OFF**" on page 7-73.)

* Images will be printed out relatively lighter than normal.


With the eco print mode turned OFF
With the eco print mode turned ON
A
A

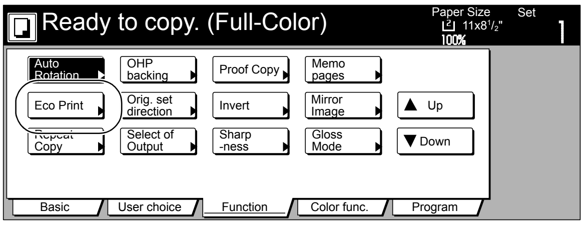
1 Set the originals to be copied.

2 Press the "Function" tab.
The content of the "Function" tab will be displayed.

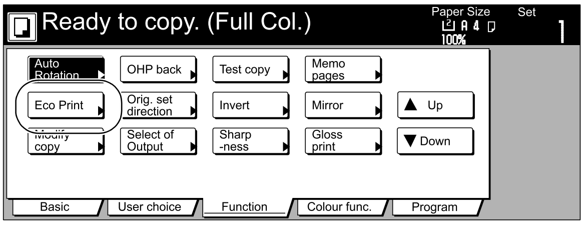
3 Press the "▼ Down" key.
The content of the next portion of the "Function" tab will be displayed.

4 Press the "Eco print" key.
The "Eco print" screen will be displayed.

Inch specifications

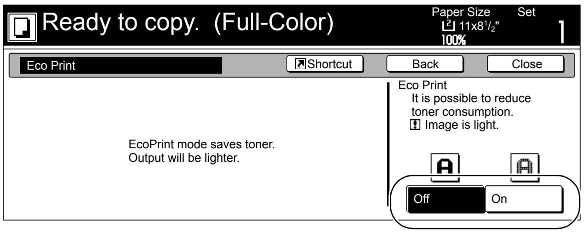

Ready to copy. (Full-Color)
Paper Size
Set
11x8 1/2"
100%
1
Auto Rotation
OHP backing
Proof Copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror Image
▲ Up
Repeat Copy
Select of Output
Sharp -ness
Gloss Mode
▼ Down
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
Set
A4
100%
1
Auto Rotation
OHP back
Test copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror
▲ Up
Modify copy
Select of Output
Sharp -ness
Gloss print
▼ Down
Basic
User choice
Function
Colour func.
Program

5 Press the "Off" key or the "On" key, as appropriate.

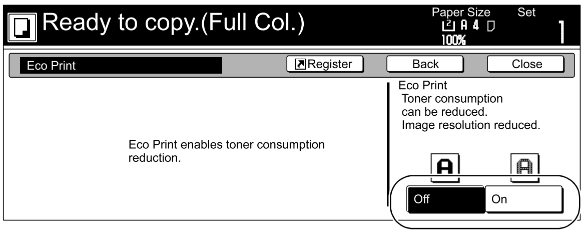
Inch specifications


Ready to copy. (Full-Color)
Paper Size
Set
11x8 1/2"
100%
1
Eco Print
Shortcut
Back
Close
Off
On

EcoPrint mode saves toner.
Output will be lighter.

Eco Print
It is possible to reduce toner consumption.
Image is light.

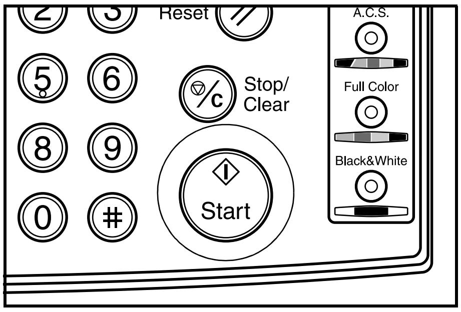
Metric specifications


Ready to copy.(Full Col.)
Paper Size
Set
A4
100%
1
Eco Print
Register
Back
Close
Off
On

Eco Print enables toner consumption reduction.

Eco Print
Toner consumption can be reduced.
Image resolution reduced.

6 Press the [Start] key.
Copying will start.


Reset
A.C.S.
5
6
Stop/Clear
Full Color
8
9
Black&White
Start
0
#

Original set direction

It is necessary to specify the direction in which the originals were set whenever you use the 2-sided copy modes, the page separation/split copy modes, the margin mode, the centering/image shift mode, the memo mode, the border erase modes, the combine/merge copy modes, the print page numbers mode, the booklet/stitching mode, the auto selection/filing mode (optional), the staple mode (optional) and the punch mode (optional). You can also use the following procedure to perform the setting as well.

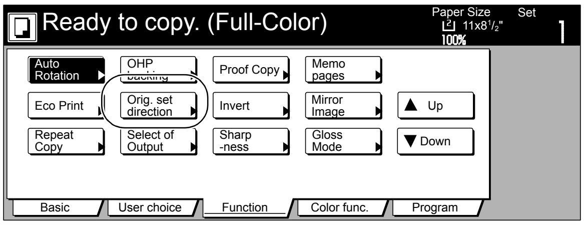
NOTE
You can also sepecify the direction of the original that will be used as the default setting in the initial mode.

1 Press the “Function” tab.
The content of the “Function” tab will be displayed.

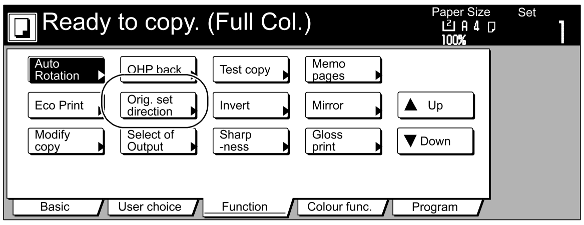
2 Press the “▼ Down” key.
The content of the next portion of the “Function” tab will be displayed.

3 Press the “Orig.set direction” key.
The “Orig.set direction” screen will be displayed.

Inch specifications

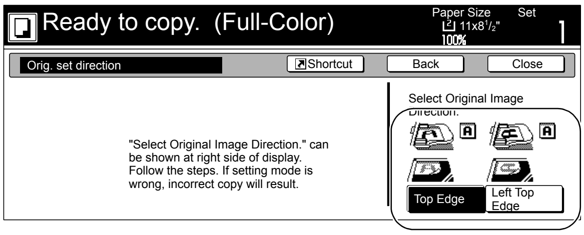

Ready to copy. (Full-Color)
Paper Size
Set
11x8½"
100%
1
Auto Rotation
OHP backing
Proof Copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror Image
▲ Up
Repeat Copy
Select of Output
Sharp -ness
Gloss Mode
▼ Down
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
Set
A4
100%
1
Auto Rotation
OHP back
Test copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror
▲ Up
Modify copy
Select of Output
Sharp -ness
Gloss print
▼ Down
Basic
User choice
Function
Colour func.
Program

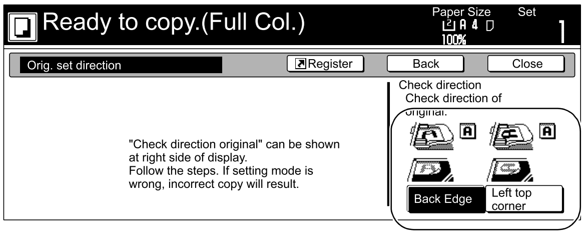
4 Press the “Top Edge” [“Back Edge”] key or the “Left top Edge” key, as appropriate.

Inch specifications


Ready to copy. (Full-Color)
Paper Size
Set
11x8½"
100%
1
Orig. set direction
Shortcut
Back
Close
Select Original Image Direction.
Top Edge
Left Top Edge

"Select Original Image Direction." can be shown at right side of display. Follow the steps. If setting mode is wrong, incorrect copy will result.

Metric specifications


Ready to copy.(Full Col.)
Paper Size
Set
A4
100%
1
Orig. set direction
Register
Back
Close
Check direction
Check direction of original.
Back Edge
Left top corner

"Check direction original" can be shown at right side of display. Follow the steps. If setting mode is wrong, incorrect copy will result.

Selecting the location of copy ejection

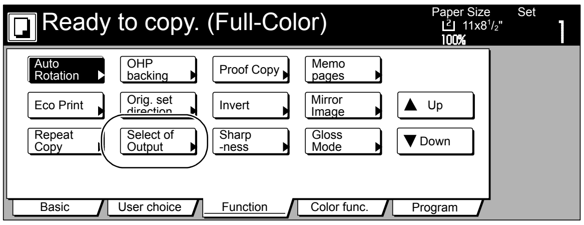
This procedure lets you select the location for the ejection of finished copies.

1 Press the “Function” tab.
The content of the “Function” tab will be displayed.

2 Press the “▼ Down” key.
The content of the next portion of the “Function” tab will be displayed.

3 Press the “Select of Output” key.
The “Select of Output” screen will be displayed.

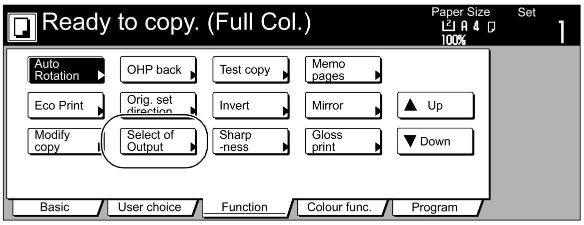
Inch specifications



Ready to copy. (Full-Color)

Paper Size
11x8 1/2"
100%
Set
1
Auto Rotation
OHP backing
Proof Copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror Image
▲ Up
Repeat Copy
Select of Output
Sharp -ness
Gloss Mode
▼ Down
Basic
User choice
Function
Color func.
Program

Metric specifications

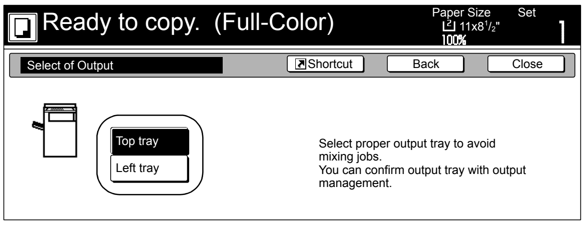


Ready to copy. (Full Col.)

Paper Size
A4
100%
Set
1
Auto Rotation
OHP back
Test copy
Memo pages
Eco Print
Orig. set direction
Invert
Mirror
▲ Up
Modify copy
Select of Output
Sharp -ness
Gloss print
▼ Down
Basic
User choice
Function
Colour func.
Program

4 Select the desired location for the ejection of finished copies.

Inch specifications

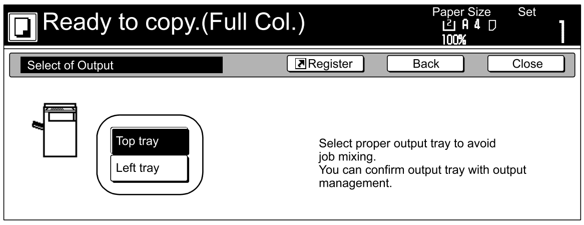


Ready to copy. (Full-Color)

Select proper output tray to avoid mixing jobs.
You can confirm output tray with output management.

Paper Size
11x8 1/2"
100%
Set
1
Select of Output
Shortcut
Back
Close
Top tray
Left tray

Metric specifications



Ready to copy.(Full Col.)

Select proper output tray to avoid job mixing.
You can confirm output tray with output management.

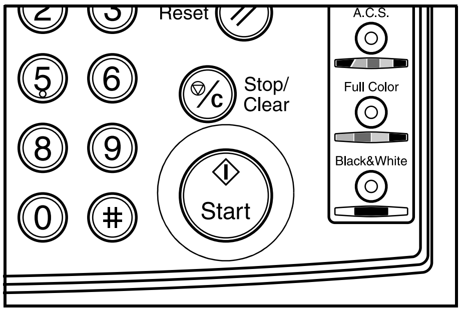
Paper Size
A4
100%
Set
1
Select of Output
Register
Back
Close
Top tray
Left tray

NOTE
You can select between “Top tray” and “Finisher” when the optional Document Finisher is installed on your copier.

5 Press the “Close” key.
The touch panel will return to the screen in step 1.

6 Set the originals to be copied.

7 Press the [Start] key.
Copying will start and the finished copies will be ejected in the selected tray.



Reset
A.C.S.
5
6
Stop/
Clear
Full Color
8
9
Start
Black&White
0
#

8 Once copying is completed, removed the finished copy sets from the corresponding tray(s).

Memorizing frequently used settings [Program function]

Up to eight combinations of copy modes and other functions displayed on the operation panel can be registered as a single program using this function. You can also register a name for each registered program.

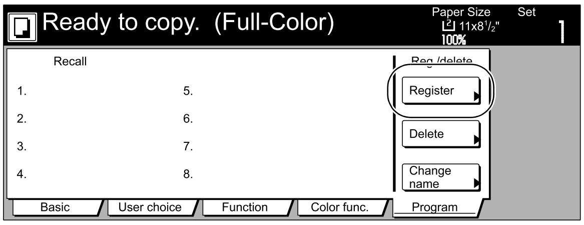
Registering a program

1 Set the desired copy modes, etc., to be registered.

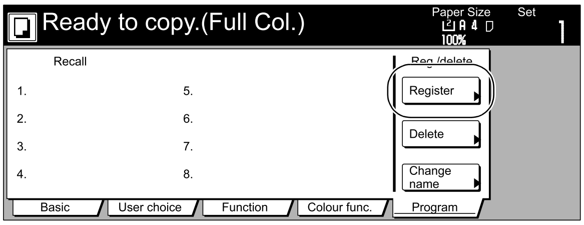
2 Press the “Program” tab.
The content of the “Program” tab will be displayed.

3 Press the “Register” key.

Inch specifications

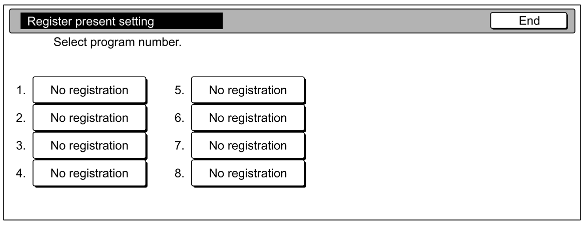

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Recall
1.
2.
3.
4.
5.
6.
7.
8.
Reg./delete
Register
Delete
Change name
Basic
User choice
Function
Color func.
Program

Metric specifications

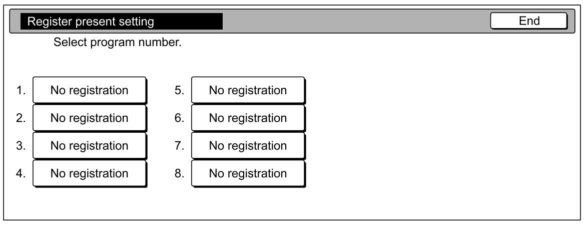

Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Recall
1.
2.
3.
4.
5.
6.
7.
8.
Reg./delete
Register
Delete
Change name
Basic
User choice
Function
Colour func.
Program

4 Press any key that is marked “No registration” and that corresponds to the program key (1 - 8) under which you want to register the settings.
The screen to register a name for that program will be displayed.

Inch specifications

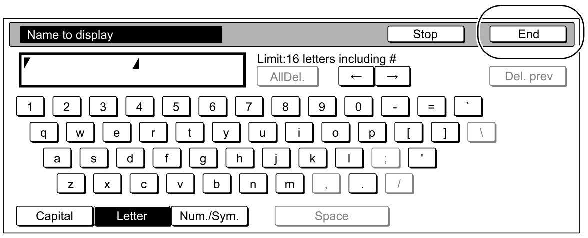

Register present setting
End
Select program number.
1. No registration
2. No registration
3. No registration
4. No registration
5. No registration
6. No registration
7. No registration
8. No registration

Metric specifications

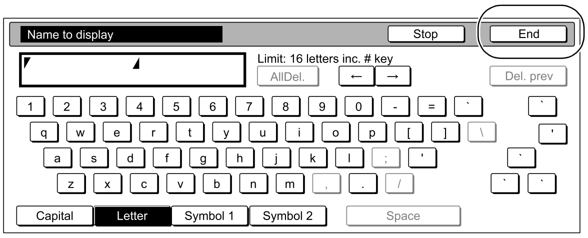

Register present setting
End
Select program number.
1. No registration
2. No registration
3. No registration
4. No registration
5. No registration
6. No registration
7. No registration
8. No registration

5 Use the displayed keyboard to enter the desired name and then press the “End” key.

Inch specifications


Name to display
Stop
End
Limit:16 letters including #
AllDel.
←
→
Del. prev
1 2 3 4 5 6 7 8 9 0 - = `
q w e r t y u i o p [ ] \
a s d f g h j k l ; '
z x c v b n m , . /
Capital
Letter
Num./Sym.
Space

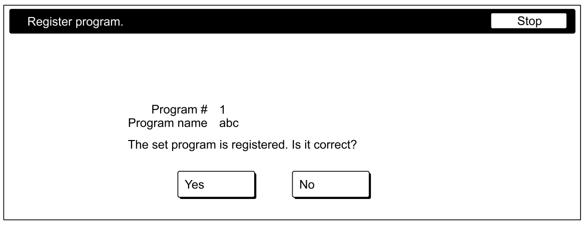
Metric specifications


Name to display
Stop
End
Limit: 16 letters inc. # key
AllDel.
←
→
Del. prev
1 2 3 4 5 6 7 8 9 0 - = `
q w e r t y u i o p [ ] \
a s d f g h j k l ; '
z x c v b n m , . /
Capital
Letter
Symbol 1
Symbol 2
Space

NOTE
Refer to “**Entering characters**” on page 7-112 for information on entering characters.

6 Press the “Yes” key or the “No” key, as appropriate.
If you selected “Yes”, the selected program will be registered and the touch panel will return to the screen in step 3.
Copying is now possible using the settings that were registered under that program.

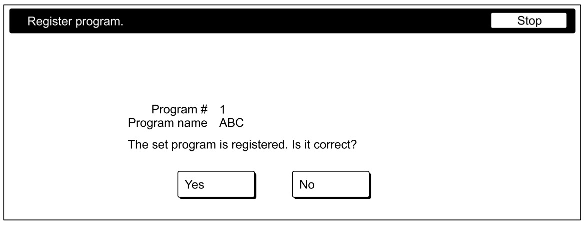
Inch specifications


Register program.

Program # 1
Program name abc

The set program is registered. Is it correct?

Metric specifications


Register program.

Program # 1
Program name ABC

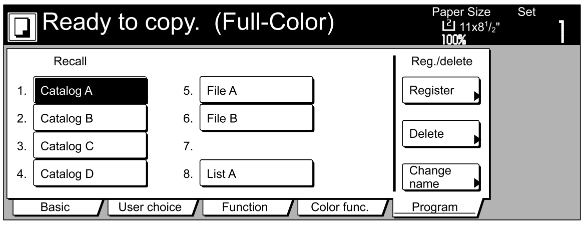
The set program is registered. Is it correct?

Using programmed settings to make copies

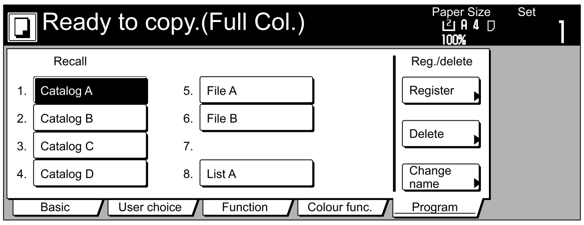
1 Press the “Program” tab.
The content of the “Program” tab will be displayed.

2 Press the program key under which the settings that you want to use are registered.

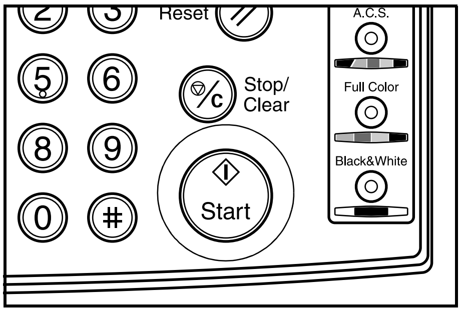
Inch specifications


Ready to copy. (Full-Color)
Paper Size
Set
11x8½"
100%
1
Recall
1. Catalog A
2. Catalog B
3. Catalog C
4. Catalog D
5. File A
6. File B
7.
8. List A
Reg./delete
Register
Delete
Change name
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy.(Full Col.)
Paper Size
Set
A4
100%
1
Recall
1. Catalog A
2. Catalog B
3. Catalog C
4. Catalog D
5. File A
6. File B
7.
8. List A
Reg./delete
Register
Delete
Change name
Basic
User choice
Function
Colour func.
Program

3 Set the originals to be copied and press the [Start] key.
Copying will start using the settings that were registered under that program.

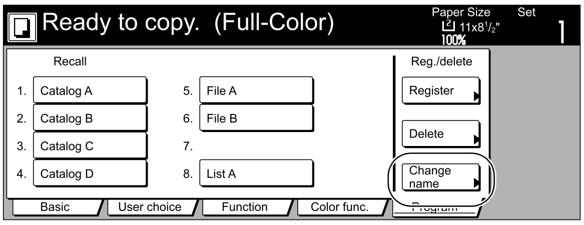

Reset
A.C.S.
5
6
Stop/
Clear
Full Color
8
9
Black&White
0
#
Start

Changing a registered program name

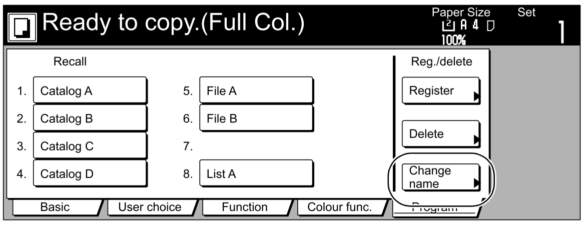
1 Press the “Program” tab.
The content of the “Program” tab will be displayed.

2 Press the “Change name” key.

Inch specifications

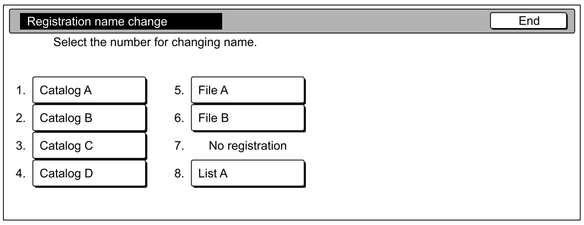

Ready to copy. (Full-Color)
Paper Size
11x8 1/2"
100%
Set
1
Recall
1. Catalog A
2. Catalog B
3. Catalog C
4. Catalog D
5. File A
6. File B
7.
8. List A
Reg./delete
Register
Delete
Change name
Basic
User choice
Function
Color func.
Program

Metric specifications

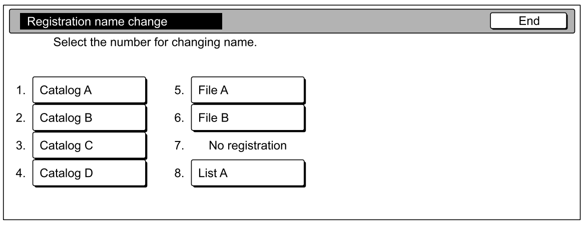

Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Recall
1. Catalog A
2. Catalog B
3. Catalog C
4. Catalog D
5. File A
6. File B
7.
8. List A
Reg./delete
Register
Delete
Change name
Basic
User choice
Function
Colour func.
Program

3 Press the program key (1 - 8) for which you want to change the registered name.
The screen to register a name for that program will be displayed.

Inch specifications

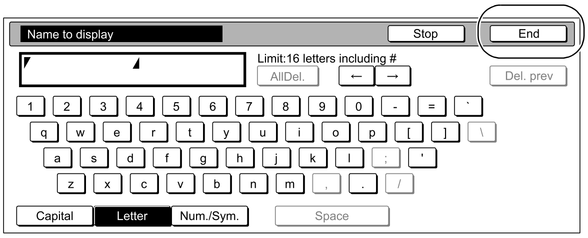

Registration name change
End
Select the number for changing name.
1. Catalog A
2. Catalog B
3. Catalog C
4. Catalog D
5. File A
6. File B
7. No registration
8. List A

Metric specifications

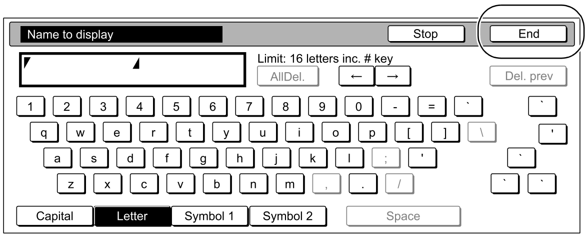

Registration name change
End
Select the number for changing name.
1. Catalog A
2. Catalog B
3. Catalog C
4. Catalog D
5. File A
6. File B
7. No registration
8. List A

4 Once you have deleted the old name and entered the new one, press the “End” key.

Inch specifications


Name to display
Stop
End
Limit:16 letters including #
AllDel.
←
→
Del. prev
1 2 3 4 5 6 7 8 9 0 - = `
q w e r t y u i o p [ ] \
a s d f g h j k l ; '
z x c v b n m , . /
Capital
Letter
Num./Sym.
Space

Metric specifications


Name to display
Stop
End
Limit: 16 letters inc. # key
AllDel.
←
→
Del. prev
1 2 3 4 5 6 7 8 9 0 - = `
q w e r t y u i o p [ ] \
a s d f g h j k l ; '
z x c v b n m , . /
Capital
Letter
Symbol 1
Symbol 2
Space

NOTE
Refer to “**Entering characters**” on page 7-112 for information on entering characters.

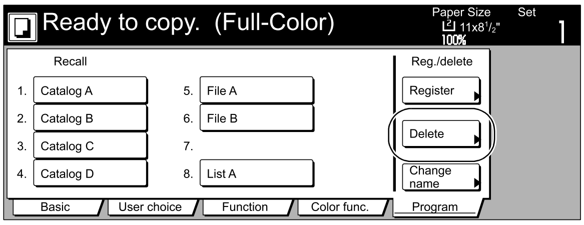
5 Once “The set program is registered. Is it correct?” is displayed, check the entered name and, if it is correct, press the “Yes” key.
The touch panel will return to the screen in step 2.

Deleting a registered program

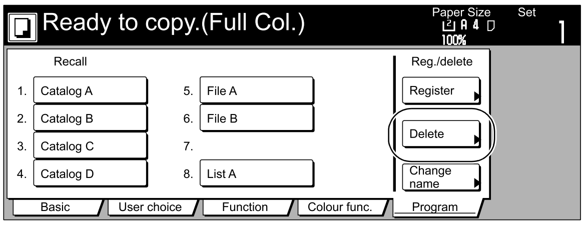
1 Press the “Program” tab.
The content of the “Program” tab will be displayed.

2 Press the “Delete” key.

Inch specifications

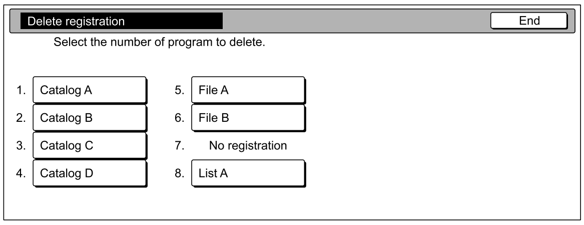

Ready to copy. (Full-Color)
Paper Size
11x8 1/2"
100%
Set
1
Recall
1. Catalog A
2. Catalog B
3. Catalog C
4. Catalog D
5. File A
6. File B
7.
8. List A
Reg./delete
Register
Delete
Change name
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Recall
1. Catalog A
2. Catalog B
3. Catalog C
4. Catalog D
5. File A
6. File B
7.
8. List A
Reg./delete
Register
Delete
Change name
Basic
User choice
Function
Colour func.
Program

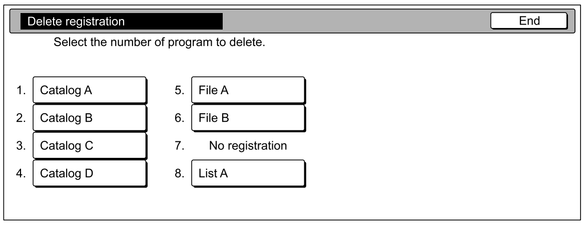
3 Press the program key (1 - 8) that corresponds to the program that you want to delete.

Inch specifications


Delete registration

Select the number of program to delete.
End
1. Catalog A
2. Catalog B
3. Catalog C
4. Catalog D
5. File A
6. File B
7. No registration
8. List A

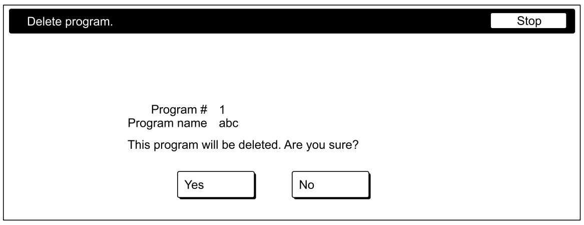
Metric specifications


Delete registration

Select the number of program to delete.
End
1. Catalog A
2. Catalog B
3. Catalog C
4. Catalog D
5. File A
6. File B
7. No registration
8. List A

4 Press the “Yes” key or the “No” key, as appropriate.

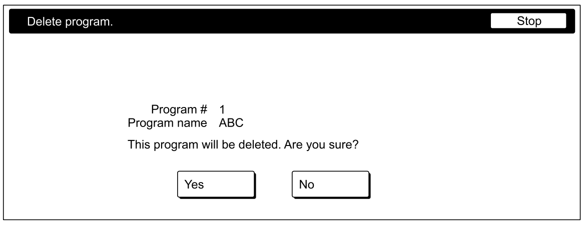
Inch specifications


Delete program.

Program # 1
Program name abc

This program will be deleted. Are you sure?

Metric specifications


Delete program.

Program # 1
Program name ABC

This program will be deleted. Are you sure?

If you selected “Yes”, the selected program will be deleted and the touch panel will return to the screen in step 2.
If you selected “No”, the touch panel will return to the screen in step 3 without deleting the selected program.

Registration keys

You can register up to 3 functions and/or modes, from among those displayed in the "Function" tab, under the registration keys. The functions and modes in the "Basic" tab and the "User choice" tab can be registered under registration keys as well.

Registering a function or mode under a registration key

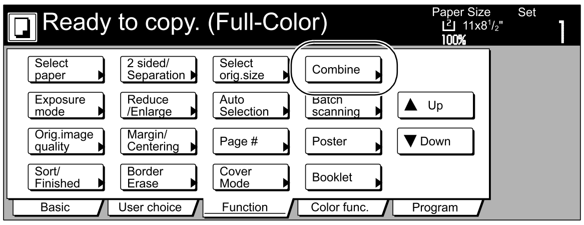
Perform the following procedure when you want to register a function or mode under a registration key.
To register a function or mode under a registration key, refer to the following sample procedure (which shows how to register the "4 in 1" combine/merge copy mode under a registration key).

IMPORTANT!
In order to register functions and/or modes under registration keys, you must first turn the setting ON under "**Registration keys ON/OFF**" on page 7-94.

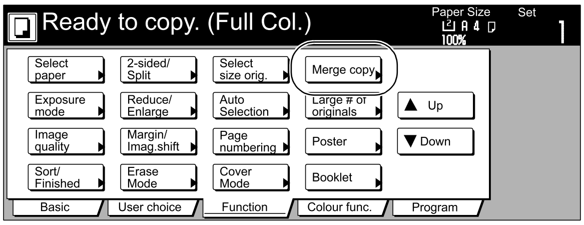
1 Press the "Function" tab.
The content of the "Function" tab will be displayed.

2 Press the "Combine" ["Merge copy"] key.
The "Combine" ["Merge copy"] screen will be displayed.

Inch specifications

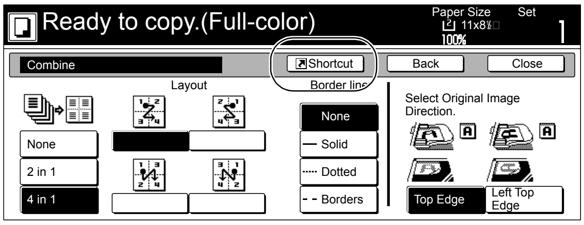

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
Up
Orig.image quality
Margin/ Centering
Page #
Poster
Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications

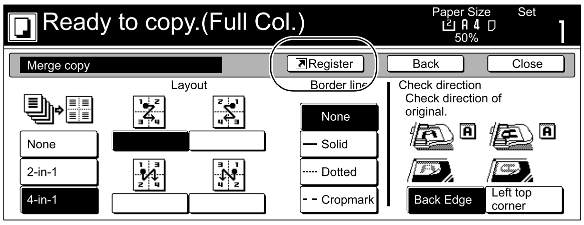

Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

3 Press the "4 in 1" ["4- in-1"] key and then the "Shortcut" key.

Inch specifications

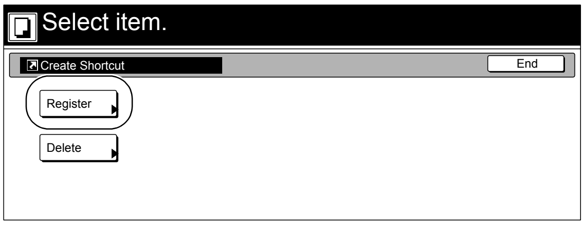

Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Combine
Shortcut
Back
Close
Layout
Border line
Select Original Image Direction.
None
2 in 1
4 in 1
None
Solid
Dotted
Borders
Top Edge
Left Top Edge

Metric specifications

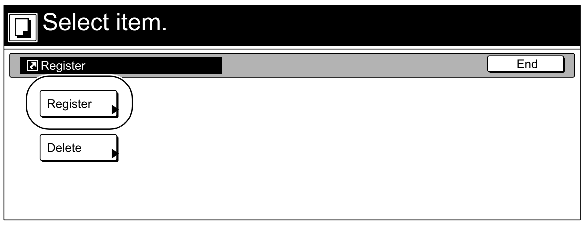

Ready to copy.(Full Col.)
Paper Size
A4
50%
Set
1
Merge copy
Register
Back
Close
Layout
Border line
Check direction
Check direction of original.
None
2-in-1
4-in-1
None
Solid
Dotted
Cropmark
Back Edge
Left top corner

4 In the "Create Shortcut" screen, press the "Register" key once again.
The screen to register functions and/or modes under registration keys will be displayed.

Inch specifications

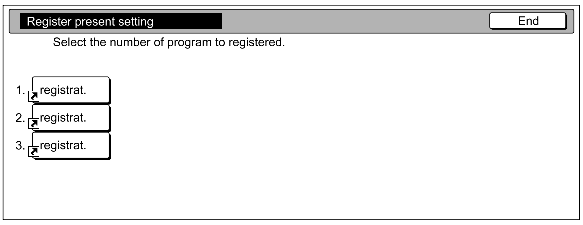

Select item.
Create Shortcut
End
Register
Delete

Metric specifications


Select item.
Register
End
Register
Delete

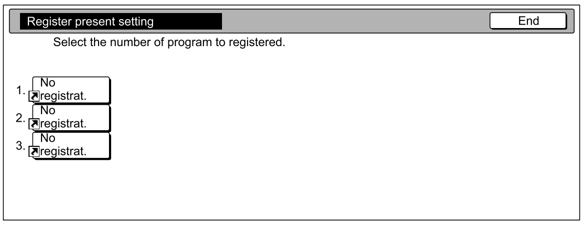
5 Press the registration key under which you want to register the function.
"Register this selecting mode. OK?" will be displayed.

Inch specifications


Register present setting

Select the number of program to registered.

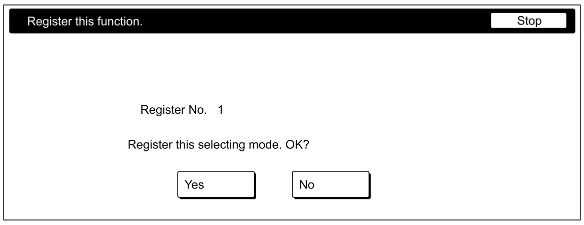
Metric specifications


Register present setting

Select the number of program to registered.

6 Press the "Yes" key.
The "Combine" ["Merge copy"] screen will be displayed again.

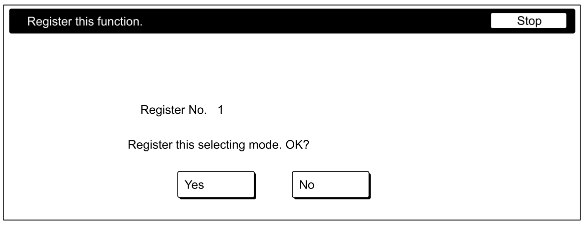
Inch specifications


Register this function.

Register No. 1

Register this selecting mode. OK?

Metric specifications


Register this function.

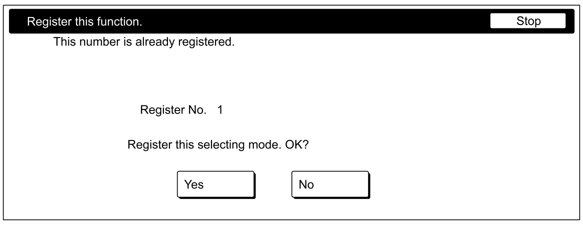
Register No. 1

Register this selecting mode. OK?

NOTE

If, in the screen to register functions and/or modes under registration keys, you select a previously registered key, the following screen will be displayed.

Inch specifications

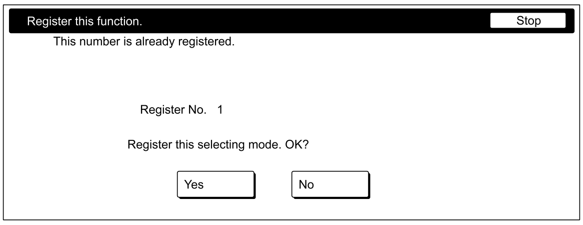

Register this function.

This number is already registered.

Register No. 1

Register this selecting mode. OK?

Metric specifications


Register this function.

This number is already registered.

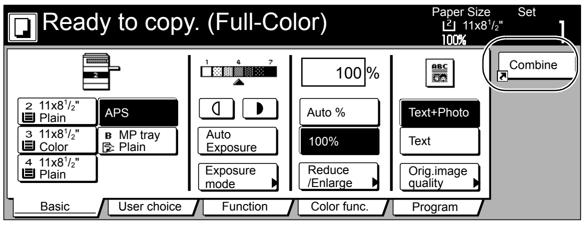
Register No. 1

Register this selecting mode. OK?

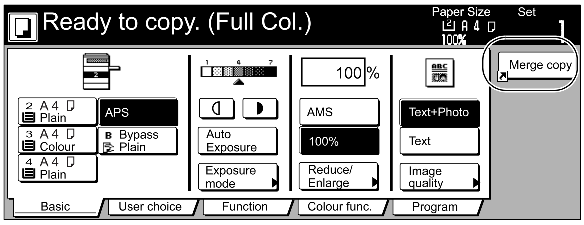
If you selected "Yes", the selected function will be registered under the registration key.
If you selected "No", the touch panel will return to the screen in step 5 without registering the selected function.

7 Press the “Close” key. The “Combine” [“Merge copy”] key will now appear on the right side of the touch panel as a registration key.

Inch specifications


Ready to copy. (Full-Color)
Paper Size
11x8¹/₂"
100%
Set
1
Combine
2 11x8¹/₂" Plain
3 11x8¹/₂" Color
4 11x8¹/₂" Plain
APS
MP tray Plain
Auto Exposure
Exposure mode
100 %
Auto %
100%
Reduce /Enlarge
Text+Photo
Text
Orig.image quality
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Merge copy
2 A4 Plain
3 A4 Colour
4 A4 Plain
APS
Bypass Plain
Auto Exposure
Exposure mode
100 %
AMS
100%
Reduce/ Enlarge
Text+Photo
Text
Image quality
Basic
User choice
Function
Colour func.
Program

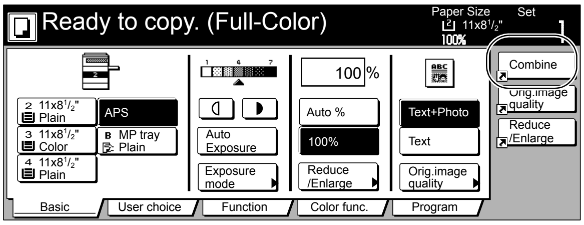
NOTE
The functions and modes in the “Basic” tab and the “User choice” tab can be registered under registration keys as well. A “Register” key will be displayed in the screen for those function and modes which can be registered under the registration keys.

Deleting a registration key

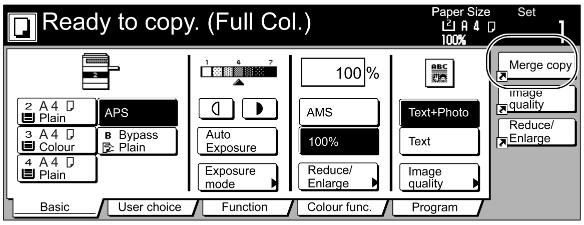
Perform the following procedure when you want to delete a registration key.

1 Press the registration (to the right of the “Basic” tab) that you want to delete. (Example: “Combine” [“Merge copy”]) The “Combine” [“Merge copy”] screen will be displayed.

Inch specifications

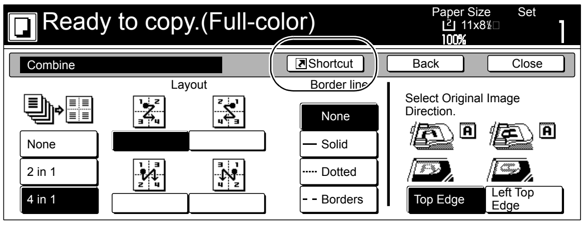

Ready to copy. (Full-Color)
Paper Size
11x8¹/₂"
100%
Set
1
Combine
Orig.image quality
Reduce /Enlarge
2 11x8¹/₂" Plain
3 11x8¹/₂" Color
4 11x8¹/₂" Plain
APS
MP tray Plain
Auto Exposure
Exposure mode
100 %
Auto %
100%
Reduce /Enlarge
Text+Photo
Text
Orig.image quality
Basic
User choice
Function
Color func.
Program

Metric specifications

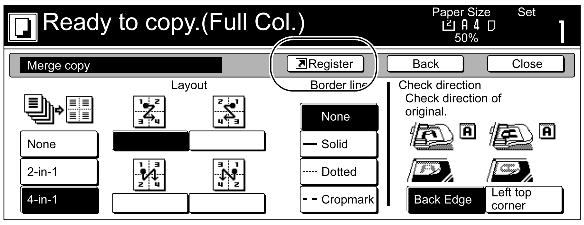

Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Merge copy
Image quality
Reduce/ Enlarge
2 A4 Plain
3 A4 Colour
4 A4 Plain
APS
Bypass Plain
Auto Exposure
Exposure mode
100 %
AMS
100%
Reduce/ Enlarge
Text+Photo
Text
Image quality
Basic
User choice
Function
Colour func.
Program

2 In the resulting screen for that function or mode (example: the “Combine” [“Merge copy”] screen), press the “Register” key.
The “Register” screen will be displayed.

Inch specifications

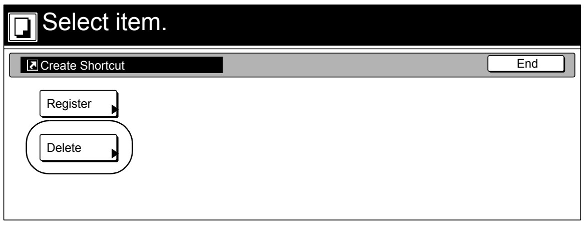

Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Combine
Shortcut
Back
Close
Layout
Border line
None
2 in 1
4 in 1
None
Solid
Dotted
Borders
Select Original Image Direction.
Top Edge
Left Top Edge

Metric specifications

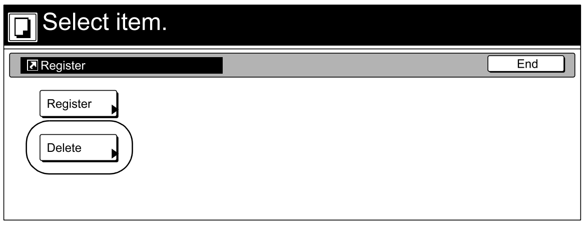

Ready to copy.(Full Col.)
Paper Size
A4
50%
Set
1
Merge copy
Register
Back
Close
Layout
Border line
None
2-in-1
4-in-1
None
Solid
Dotted
Cropmark
Check direction
Check direction of original.
Back Edge
Left top corner

3 In the “Create Shortcut” screen, press the “Delete” key once again.
The screen to delete registration keys will be displayed.

Inch specifications

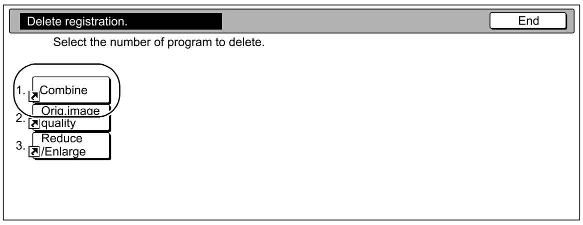

Select item.
Create Shortcut
End
Register
Delete

Metric specifications


Select item.
Register
End
Register
Delete

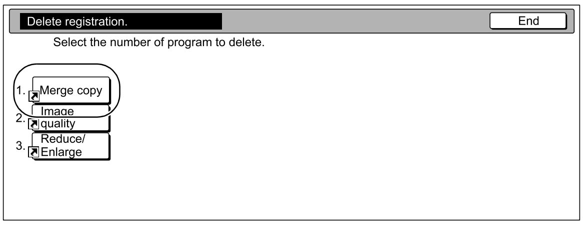
4 Press the registration key (1 - 3) that corresponds to the program that you want to delete.
“Are you sure you want to delete?” will be displayed.

Inch specifications


Delete registration.

Select the number of program to delete.
End
1. Combine
2. Orig.image quality
3. Reduce /Enlarge

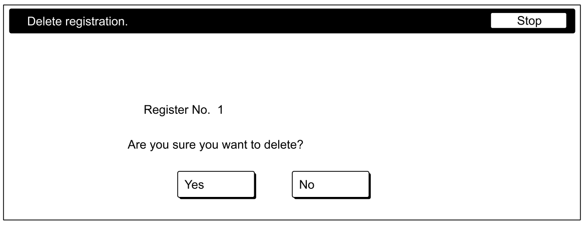
Metric specifications


Delete registration.

Select the number of program to delete.
End
1. Merge copy
2. Image quality
3. Reduce/ Enlarge

5 Press the “Yes” key.
The “Combine” [“Merge copy”] screen will be displayed again.

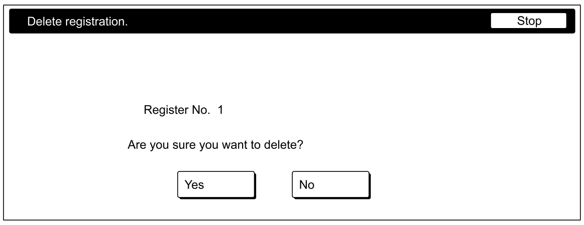
Inch specifications


Delete registration.

Register No. 1

Are you sure you want to delete?

Metric specifications

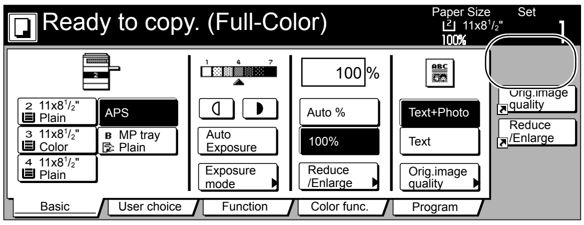

Delete registration.

Register No. 1

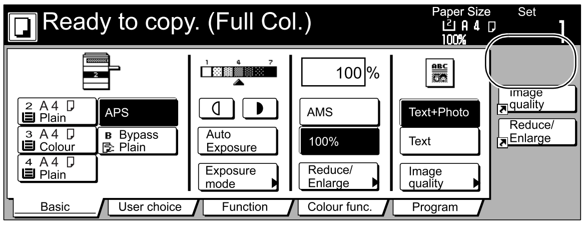
Are you sure you want to delete?

6 Press the “Close” key.
The “Combine” [“Merge copy”] key will be deleted from on the right side of the touch panel.

Inch specifications

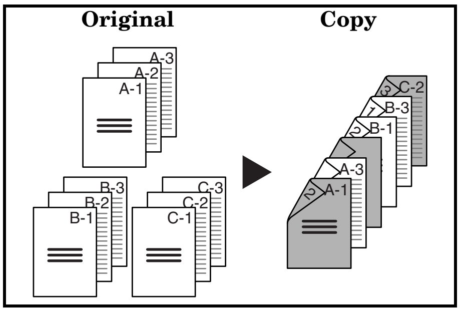

Ready to copy. (Full-Color)
Paper Size
Set
11x8½"
100%
1
100 %
2 11x8½" Plain
3 11x8½" Color
4 11x8½" Plain
APS
MP tray Plain
Auto Exposure
Exposure mode
Auto %
100%
Reduce /Enlarge
Text+Photo
Text
Orig.image quality
Orig.image quality
Reduce /Enlarge
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
Set
A4
100%
1
100 %
2 A4 Plain
3 A4 Colour
4 A4 Plain
APS
Bypass Plain
Auto Exposure
Exposure mode
AMS
100%
Reduce/ Enlarge
Text+Photo
Text
Image quality
Image quality
Reduce/ Enlarge
Basic
User choice
Function
Colour func.
Program

Easily add covers and insert sheets between various sets of originals in one operation [Job build mode]

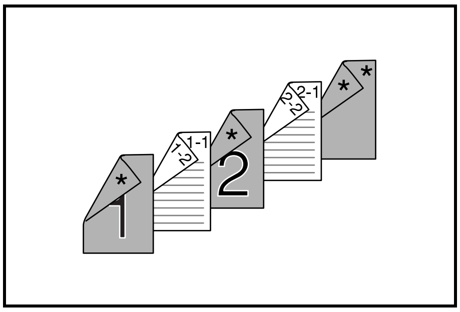
The job build function enables you to scan different sets of originals into memory in separate steps and then copy them all at one time. Each set of scanned originals is then seen as one step in the copy process and you can select different copy modes for each step (enlarge/reduce, border erase, original type [2-sided originals, 1-sided originals or open-faced book originals]). You can choose to have a blank sheet of paper fed in between each set of originals, as well as have front and rear covers included for the full set, AND do this all during 2-sided copying!



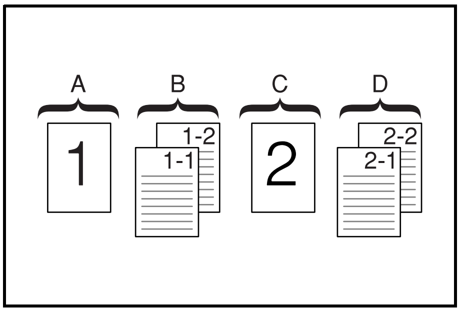
Using the job build mode

The following procedure shows one way of using the job build mode and explains how to perform that operation under the situation indicated in the examples below.

[Example]
<Finished copies> (The asterisk "*" in the illustration indicates the blank sheets.)



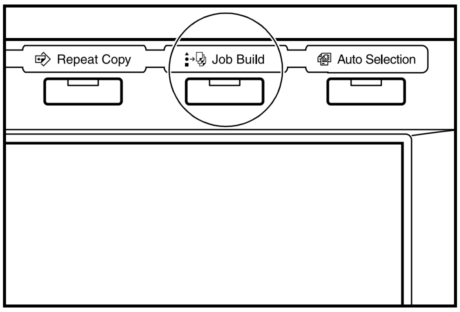
<Originals>



NOTE
This procedure will assume that the color paper to be used as the front cover is loaded in cassette No.2, and that there is plain copy paper loaded in cassette No.3 in the optional Paper Feeder.

Step 1: Accessing the "Job build" screen

1 Press the [Job build] key.
The "Job build" screen will be displayed.



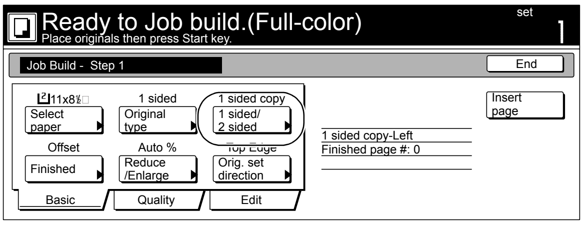
Making the settings that apply to all steps

First, the settings for the 2-sided copy modes and the repeat copy mode must be made.

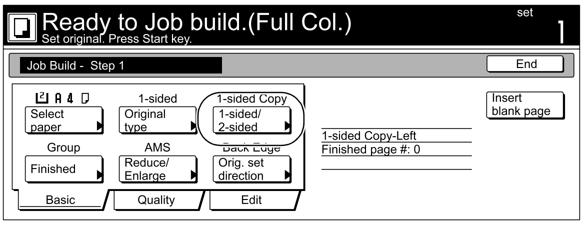
NOTES
- The repeat copy mode is used to enable you to make an additional number of copy sets later.
- It is also possible to select other settings and functions, as desired, besides those given in the example procedure. (See "**Selecting the settings and functions**" on page 6-73.)

2 Press the “1 sided/2 sided” [“1-sided/2-sided”] key.
The “1 sided/2 sided” [“1-sided/2-sided”] screen will be displayed.

Inch specifications

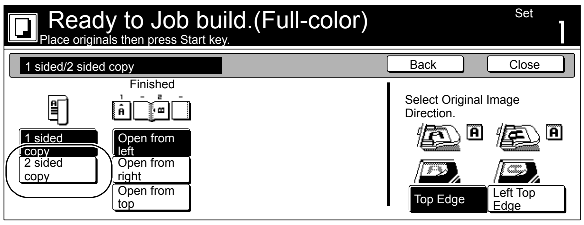

Ready to Job build.(Full-color)
Place originals then press Start key.
set
1
Job Build - Step 1
End
11x8½
Select paper
1 sided
Original type
1 sided copy
1 sided/ 2 sided
Offset
Finished
Auto %
Reduce /Enlarge
Top Edge
Orig. set direction
Insert page
Basic
Quality
Edit
1 sided copy-Left
Finished page #: 0

Metric specifications

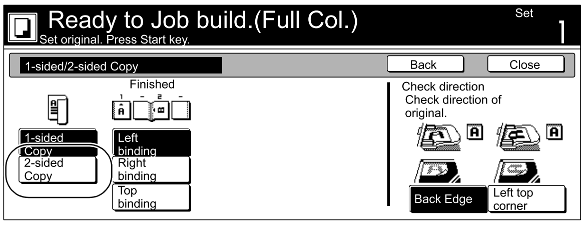

Ready to Job build.(Full Col.)
Set original. Press Start key.
set
1
Job Build - Step 1
End
A4
Select paper
1-sided
Original type
1-sided Copy
1-sided/ 2-sided
Group
Finished
AMS
Reduce/ Enlarge
Back Edge
Orig. set direction
Insert blank page
Basic
Quality
Edit
1-sided Copy-Left
Finished page #: 0

3 Press the “2 sided copy” [“2-sided Copy”] key and then press the “Open from left” [“Left binding”] key.
Finally, press the “Close” key. The touch panel will return to the screen in step 2.

Inch specifications

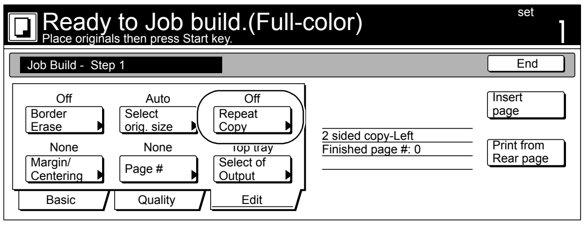

Ready to Job build.(Full-color)
Place originals then press Start key.
Set
1
1 sided/2 sided copy
Back
Close
Finished
1 sided copy
2 sided copy
Open from left
Open from right
Open from top
Top Edge
Left Top Edge
Select Original Image Direction.

Metric specifications

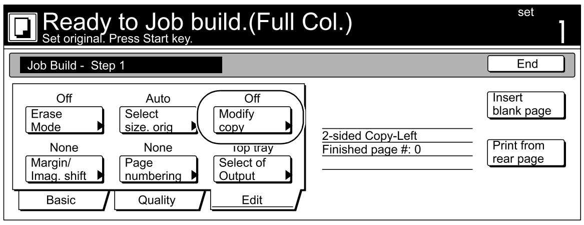

Ready to Job build.(Full Col.)
Set original. Press Start key.
Set
1
1-sided/2-sided Copy
Back
Close
Finished
1-sided Copy
2-sided Copy
Left binding
Right binding
Top binding
Back Edge
Left top corner
Check direction
Check direction of original.

4 Press the “Edit” key.
Then, in the resulting screen, press the “Repeat Copy” key.
The “Repeat Copy” screen will be displayed.

Inch specifications

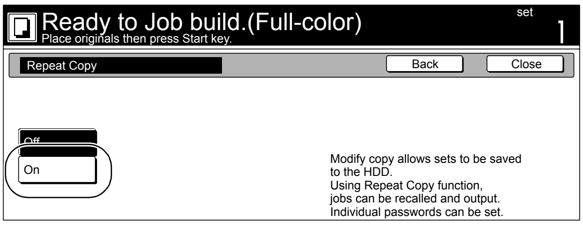

Ready to Job build.(Full-color)
Place originals then press Start key.
set
1
Job Build - Step 1
End
Off
Border Erase
Auto
Select orig. size
Off
Repeat Copy
None
Margin/ Centering
None
Page #
Top tray
Select of Output
Insert page
Print from Rear page
Basic
Quality
Edit
2 sided copy-Left
Finished page #: 0

Metric specifications

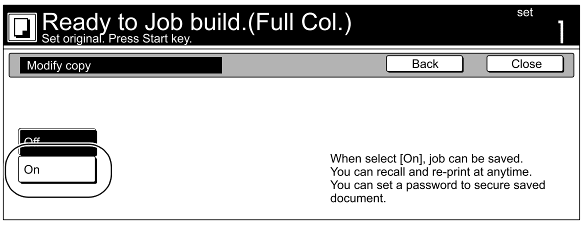

Ready to Job build.(Full Col.)
Set original. Press Start key.
set
1
Job Build - Step 1
End
Off
Erase Mode
Auto
Select size. orig
Off
Modify copy
None
Margin/ Imag. shift
None
Page numbering
Top tray
Select of Output
Insert blank page
Print from rear page
Basic
Quality
Edit
2-sided Copy-Left
Finished page #: 0

5 Press the “On” key.
Press the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
set
1
Repeat Copy
Back
Close
Off
On
Modify copy allows sets to be saved to the HDD.
Using Repeat Copy function, jobs can be recalled and output.
Individual passwords can be set.

Metric specifications

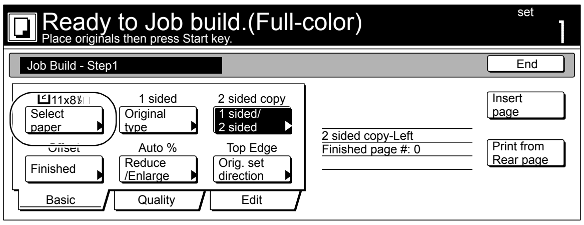

Ready to Job build.(Full Col.)
Set original. Press Start key.
set
1
Modify copy
Back
Close
Off
On
When select [On], job can be saved.
You can recall and re-print at anytime.
You can set a password to secure saved document.

Making the settings for the first original ("A" in the illustration on page 6-68.)

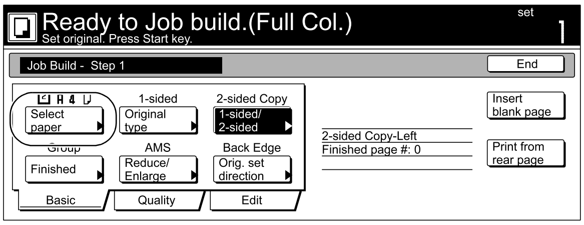
Drawer[Cassette] No.2 is to be selected for color paper feed under the "Select paper" screen.

6 Press the "Select paper" key.
The "Select paper" screen will be displayed.

Inch specifications

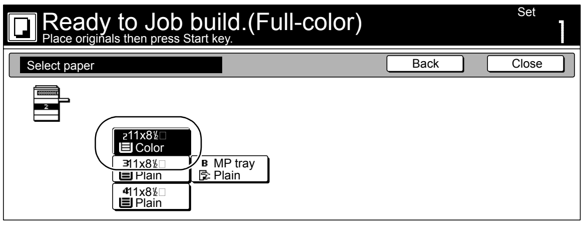

Ready to Job build.(Full-color)
Place originals then press Start key.
2 sided copy-Left
Finished page #: 0
set
1
Job Build - Step1
End
11x8½
Select paper
Offset
Finished
1 sided
Original type
Auto %
Reduce /Enlarge
2 sided copy
1 sided/ 2 sided
Top Edge
Orig. set direction
Insert page
Print from Rear page
Basic
Quality
Edit

Metric specifications

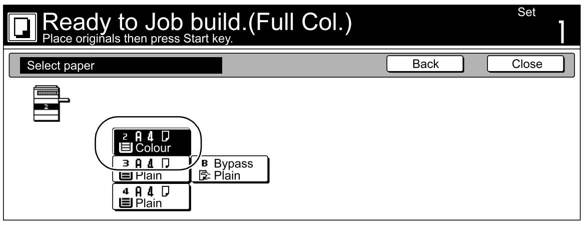

Ready to Job build.(Full Col.)
Set original. Press Start key.
2-sided Copy-Left
Finished page #: 0
set
1
Job Build - Step 1
End
A4
Select paper
Group
Finished
1-sided
Original type
AMS
Reduce/ Enlarge
2-sided Copy
1-sided/ 2-sided
Back Edge
Orig. set direction
Insert blank page
Print from rear page
Basic
Quality
Edit

7 Press the key that corresponds to drawer[cassette] No.2.
Press the "Close" key. The touch panel will return to the screen in step 6.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
Set
1
Select paper
Back
Close
2 11x8½
Color
3 11x8½
Plain
4 11x8½
Plain
B MP tray
Plain

Metric specifications

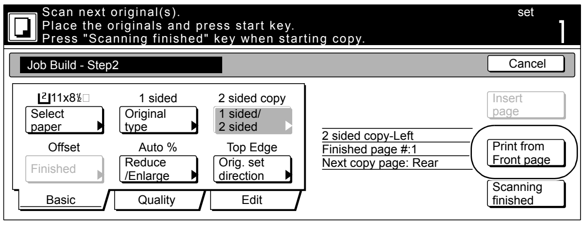

Ready to Job build.(Full Col.)
Place originals then press Start key.
Set
1
Select paper
Back
Close
2 A4
Colour
3 A4
Plain
4 A4
Plain
B Bypass
Plain

8 Set the first original ("A") to be copied. Press the [Start] key.
Scanning of the originals will start.

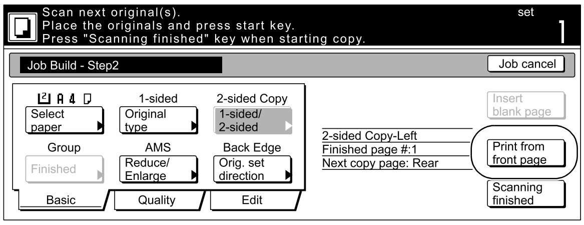
Step 2: Leaving the back side of the first original ("A") blank

9 Press the "Print from Front page" key.
Leaving the back side of the original blank will allow the next copy to start on the front side of the next page.

Inch specifications


Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
2 sided copy-Left
Finished page #:1
Next copy page: Rear
set
1
Job Build - Step2
Cancel
11x8½
Select paper
Offset
Finished
1 sided
Original type
Auto %
Reduce /Enlarge
2 sided copy
1 sided/ 2 sided
Top Edge
Orig. set direction
Insert page
Print from Front page
Scanning finished
Basic
Quality
Edit

Metric specifications

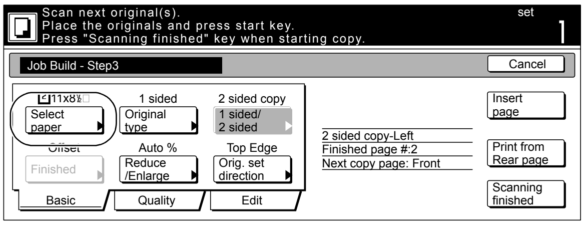

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
2-sided Copy-Left
Finished page #:1
Next copy page: Rear
set
1
Job Build - Step2
Job cancel
A4
Select paper
Group
Finished
1-sided
Original type
AMS
Reduce/ Enlarge
2-sided Copy
1-sided/ 2-sided
Back Edge
Orig. set direction
Insert blank page
Print from front page
Scanning finished
Basic
Quality
Edit

Step 3: Making the settings for the second originals ("B" in the illustration on page 6-68.)

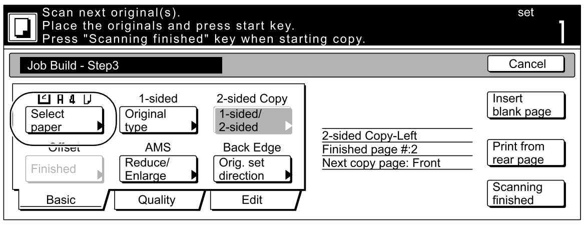
Drawer[Cassette] No.3 is to be selected for plain paper feed under the "Select paper" screen.

10 Press the "Select paper" key.
The "Select paper" screen will be displayed.

Inch specifications

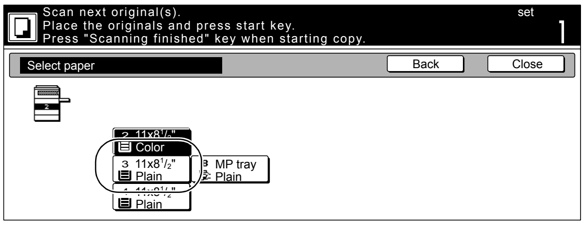

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
2 sided copy-Left
Finished page #:2
Next copy page: Front
set
1
Job Build - Step3
Cancel
11x8½
Select paper
Offset
Finished
1 sided
Original type
Auto %
Reduce /Enlarge
2 sided copy
1 sided/ 2 sided
Top Edge
Orig. set direction
Insert page
Print from Rear page
Scanning finished
Basic
Quality
Edit

Metric specifications

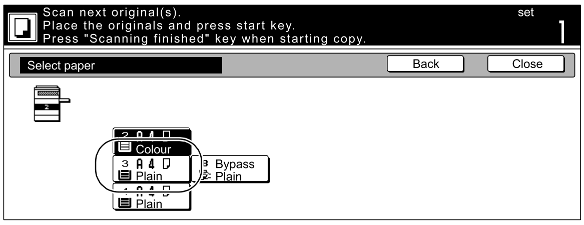

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
2-sided Copy-Left
Finished page #:2
Next copy page: Front
set
1
Job Build - Step3
Cancel
A4
Select paper
Group
Finished
1-sided
Original type
AMS
Reduce/ Enlarge
2-sided Copy
1-sided/ 2-sided
Back Edge
Orig. set direction
Insert blank page
Print from rear page
Scanning finished
Basic
Quality
Edit

11 Press the key that corresponds to drawer[cassette] No.3. Press the “Close” key. The touch panel will return to the screen in step 10.

Inch specifications


Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
set
1
Select paper
Back
Close
2 11x8½"
Color
3 11x8½"
Plain
4 11x8½"
Plain
B MP tray
Plain

Metric specifications


Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
set
1
Select paper
Back
Close
2 A4
Colour
3 A4
Plain
4 A4
Plain
B Bypass
Plain

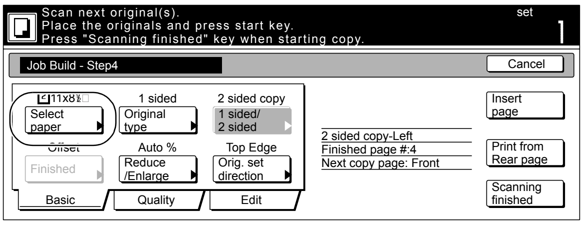
12 Set the second originals (“B”) to be copied. Press the [Start] key.
Scanning of the originals will start.

Step 4: Making the settings for the third original (“C” in the illustration on page 6-68.)

Drawer[Cassette] No.2 is to be selected for color paper feed under the “Select paper” screen.

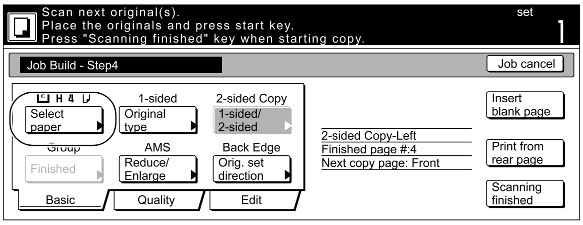
13 Press the “Select paper” key.
The “Select paper” screen will be displayed.

Inch specifications


Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.

2 sided copy-Left
Finished page #:4
Next copy page: Front
set
1
Job Build - Step4
Cancel
11x8½
Select paper
1 sided
Original type
2 sided copy
1 sided/ 2 sided
Offset
Finished
Auto %
Reduce /Enlarge
Top Edge
Orig. set direction
Insert page
Print from Rear page
Scanning finished
Basic
Quality
Edit

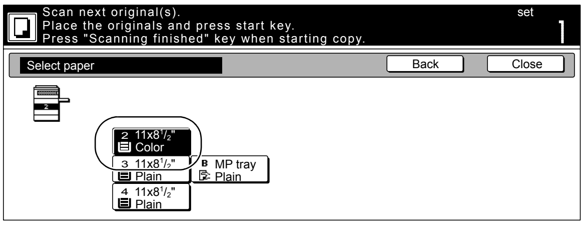
Metric specifications


Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.

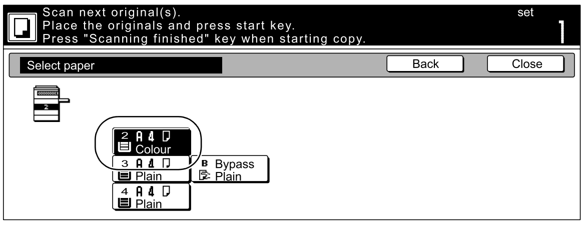
2-sided Copy-Left
Finished page #:4
Next copy page: Front
set
1
Job Build - Step4
Job cancel
A4
Select paper
1-sided
Original type
2-sided Copy
1-sided/ 2-sided
Group
Finished
AMS
Reduce/ Enlarge
Back Edge
Orig. set direction
Insert blank page
Print from rear page
Scanning finished
Basic
Quality
Edit

14 Press the key that corresponds to drawer[cassette] No.2. Press the “Close” key. The touch panel will return to the screen in step 13.

Inch specifications


Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
set
1
Select paper
Back
Close
2 11x8½"
Color
3 11x8½"
Plain
4 11x8½"
Plain
B MP tray
Plain

Metric specifications

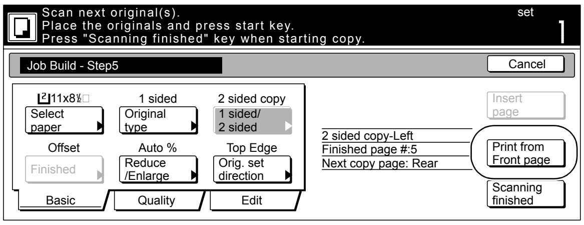

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.
set
1
Select paper
Back
Close
2 A4
Colour
3 A4
Plain
4 A4
Plain
B Bypass
Plain

15 Set the third original (“C”) to be copied. Press the [Start] key.
Scanning of the original will start.

Step 5: Leaving the back side of the third original (“C”) blank

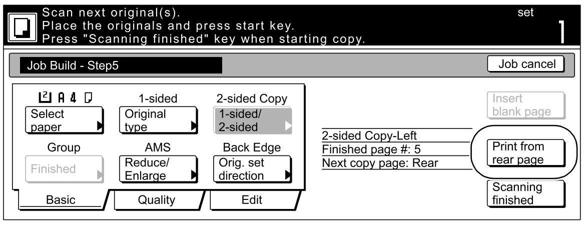
16 Press the “Print from Front page” key.
Leaving the back side of the original blank will allow the next copy to start on the front side of the next page.

Inch specifications


Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.

2 sided copy-Left
Finished page #:5
Next copy page: Rear
set
1
Job Build - Step5
Cancel
11x8½
Select paper
1 sided
Original type
2 sided copy
1 sided/ 2 sided
Offset
Finished
Auto %
Reduce /Enlarge
Top Edge
Orig. set direction
Insert page
Print from Front page
Scanning finished
Basic
Quality
Edit

Metric specifications


Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.

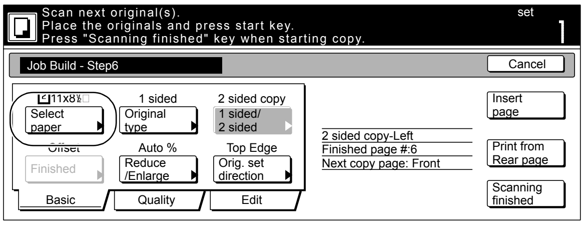
2-sided Copy-Left
Finished page #: 5
Next copy page: Rear
set
1
Job Build - Step5
Job cancel
A4
Select paper
1-sided
Original type
2-sided Copy
1-sided/ 2-sided
Group
Finished
AMS
Reduce/ Enlarge
Back Edge
Orig. set direction
Insert blank page
Print from rear page
Scanning finished
Basic
Quality
Edit

Step 6: Making the settings for the fourth originals ("D" in the illustration on page 6-68.)

Drawer[Cassette] No.3 is to be selected for plain paper feed under the "Select paper" screen.

17 Press the "Select paper" key.
The "Select paper" screen will be displayed.

Inch specifications

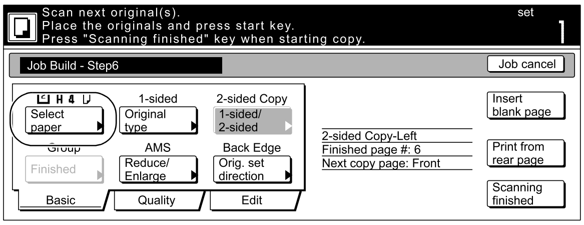

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.

Job Build - Step6

2 sided copy-Left
Finished page #:6
Next copy page: Front

set
1
Cancel
11x8½
Select paper
1 sided
Original type
2 sided copy
1 sided/ 2 sided
Offset
Finished
Auto %
Reduce /Enlarge
Top Edge
Orig. set direction
Insert page
Print from Rear page
Scanning finished
Basic
Quality
Edit

Metric specifications


Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.

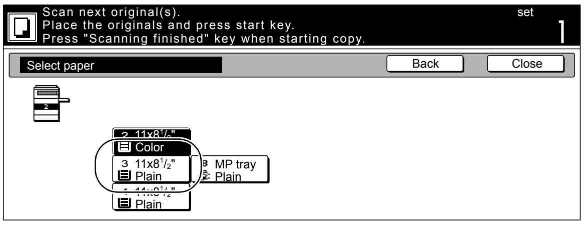
Job Build - Step6

2-sided Copy-Left
Finished page #: 6
Next copy page: Front

set
1
Job cancel
A4
Select paper
1-sided
Original type
2-sided Copy
1-sided/ 2-sided
Group
Finished
AMS
Reduce/ Enlarge
Back Edge
Orig. set direction
Insert blank page
Print from rear page
Scanning finished
Basic
Quality
Edit

18 Press the key that corresponds to drawer[cassette] No.3. Press the "Close" key. The touch panel will return to the screen in step 17.

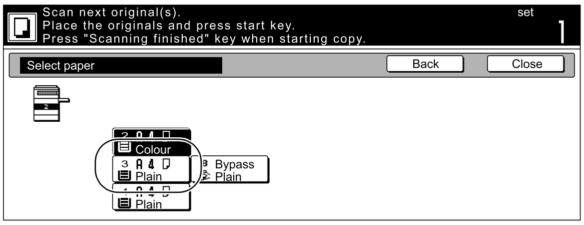
Inch specifications


Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.

Select paper

set
1
Back
Close
2 11x8½"
Color
3 11x8½"
Plain
4 11x8½"
Plain
B MP tray
Plain

Metric specifications


Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.

Select paper

set
1
Back
Close
2 A4
Colour
3 A4
Plain
4 A4
Plain
B Bypass
Plain

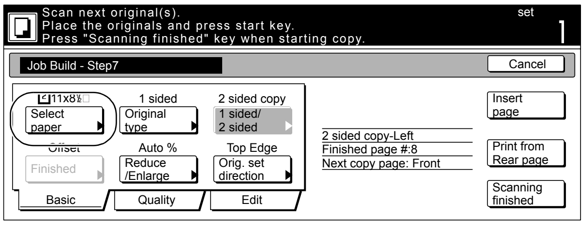
19 Set the fourth originals ("D") to be copied. Press the [Start] key.
Scanning of the originals will start.

Step 7: Making the settings for a blank rear cover

Drawer[Cassette] No.2 is to be selected for color paper feed under the "Select paper" screen.

20 Press the "Select paper" key.
The "Select paper" screen will be displayed.

Inch specifications

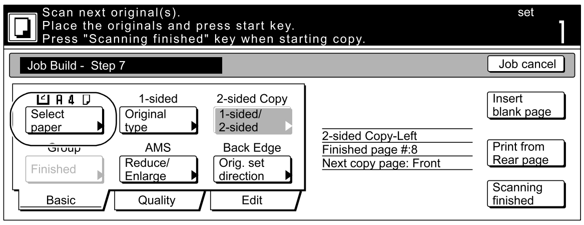

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.

Job Build - Step7

2 sided copy-Left
Finished page #:8
Next copy page: Front

set
1
Cancel
11x8½
Select paper
1 sided
Original type
2 sided copy
1 sided/ 2 sided
Offset
Finished
Auto %
Reduce /Enlarge
Top Edge
Orig. set direction
Insert page
Print from Rear page
Scanning finished
Basic
Quality
Edit

Metric specifications


Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.

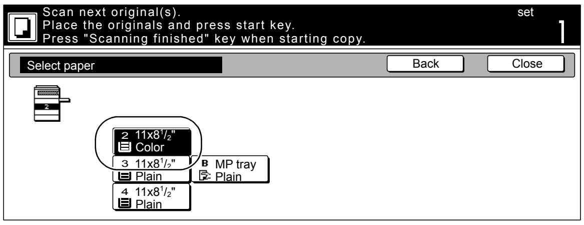
Job Build - Step 7

2-sided Copy-Left
Finished page #:8
Next copy page: Front

set
1
Job cancel
A4
Select paper
1-sided
Original type
2-sided Copy
1-sided/ 2-sided
Group
Finished
AMS
Reduce/ Enlarge
Back Edge
Orig. set direction
Insert blank page
Print from Rear page
Scanning finished
Basic
Quality
Edit

21 Press the key that corresponds to drawer[cassette] No.2. Press the "Close" key. The touch panel will return to the screen in step 20.

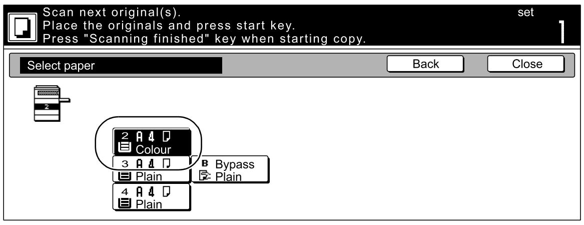
Inch specifications


Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.

Select paper

set
1
Back
Close
2 11x8½"
Color
3 11x8½"
Plain
4 11x8½"
Plain
B MP tray
Plain

Metric specifications

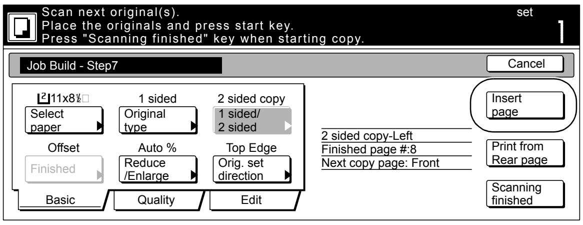

Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.

Select paper

set
1
Back
Close
2 A4
Colour
3 A4
Plain
4 A4
Plain
B Bypass
Plain

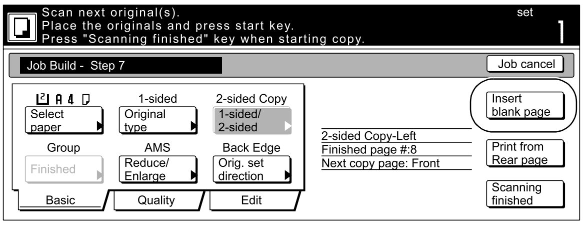
22 Press the “Insert page” [“Insert blank page”] key.

Inch specifications


Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.

2 sided copy-Left
Finished page #:8
Next copy page: Front
set
1
Job Build - Step7
Cancel
11x8½
Select paper
1 sided
Original type
2 sided copy
1 sided/ 2 sided
Offset
Finished
Auto %
Reduce /Enlarge
Top Edge
Orig. set direction
Basic
Quality
Edit
Insert page
Print from Rear page
Scanning finished

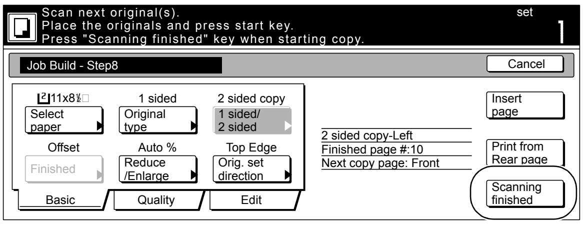
Metric specifications


Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.

2-sided Copy-Left
Finished page #:8
Next copy page: Front
set
1
Job Build - Step 7
Job cancel
A4
Select paper
1-sided
Original type
2-sided Copy
1-sided/ 2-sided
Group
Finished
AMS
Reduce/ Enlarge
Back Edge
Orig. set direction
Basic
Quality
Edit
Insert blank page
Print from Rear page
Scanning finished

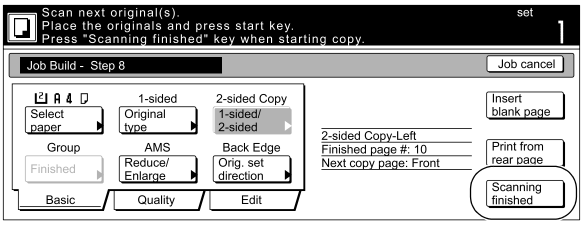
23 The job build set-up procedure is complete.
Press the “Scanning finished” key. Copying will start.

Inch specifications


Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.

2 sided copy-Left
Finished page #:10
Next copy page: Front
set
1
Job Build - Step8
Cancel
11x8½
Select paper
1 sided
Original type
2 sided copy
1 sided/ 2 sided
Offset
Finished
Auto %
Reduce /Enlarge
Top Edge
Orig. set direction
Basic
Quality
Edit
Insert page
Print from Rear page
Scanning finished

Metric specifications


Scan next original(s).
Place the originals and press start key.
Press "Scanning finished" key when starting copy.

2-sided Copy-Left
Finished page #: 10
Next copy page: Front
set
1
Job Build - Step 8
Job cancel
A4
Select paper
1-sided
Original type
2-sided Copy
1-sided/ 2-sided
Group
Finished
AMS
Reduce/ Enlarge
Back Edge
Orig. set direction
Basic
Quality
Edit
Insert blank page
Print from rear page
Scanning finished

24 If there are no problems with the copy set you made, then you can use the repeat copy mode to make any additional number of copy sets as desired (see “**Printing out with the repeat copy mode**” on page 6-50).

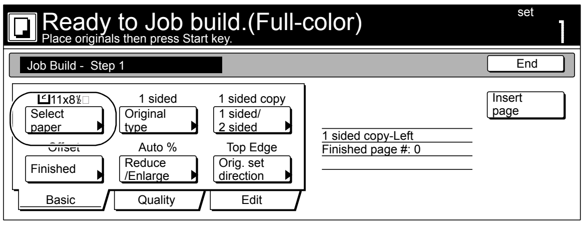
Selecting the settings and functions

Selecting the paper

This procedure selects the size of the copy paper.

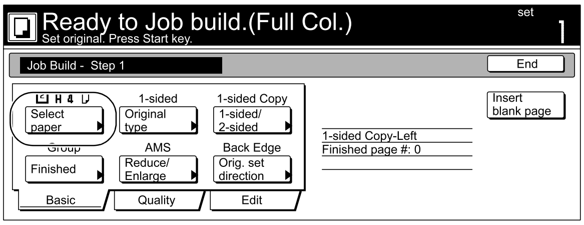
1 With the content of the “Basic” tab displayed, press the “Select paper” key.
The “Select paper” screen will be displayed.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.

1 sided copy-Left
Finished page #: 0
set
1
Job Build - Step 1
End
11x8½
Select paper
1 sided
Original type
1 sided copy
1 sided/ 2 sided
Offset
Finished
Auto %
Reduce /Enlarge
Top Edge
Orig. set direction
Basic
Quality
Edit
Insert page

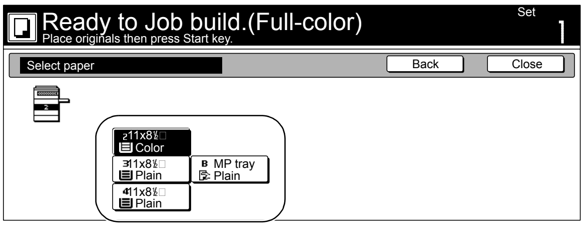
Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.

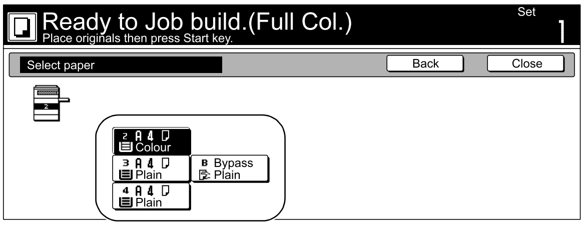
1-sided Copy-Left
Finished page #: 0
set
1
Job Build - Step 1
End
A4
Select paper
1-sided
Original type
1-sided Copy
1-sided/ 2-sided
Group
Finished
AMS
Reduce/ Enlarge
Back Edge
Orig. set direction
Basic
Quality
Edit
Insert blank page

2 Press the key that corresponds to the drawer[cassette] which contains the desired size of copy paper, and then press the “Close” key.
The touch panel will return to the screen in step 1.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
Set
1
Select paper
Back
Close
2 11x8½ Color
3 11x8½ Plain
4 11x8½ Plain
MP tray Plain

Metric specifications

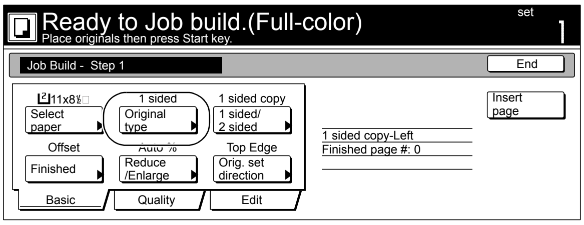

Ready to Job build.(Full Col.)
Place originals then press Start key.
Set
1
Select paper
Back
Close
2 A4 Colour
3 A4 Plain
4 A4 Plain
Bypass Plain

Specifying the type of originals

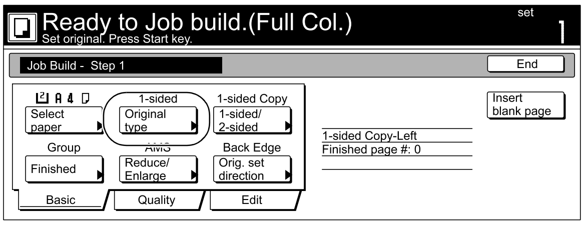
This procedure specifies the type of originals being copied between 1-sided, 2-sided and open-faced.

1 With the content of the "Basic" tab displayed, press the "Original type" key.
The "Original type" screen will be displayed.

Inch specifications

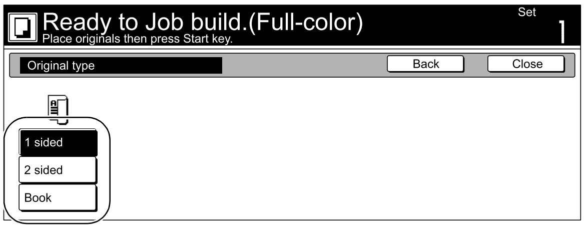

Ready to Job build.(Full-color)
Place originals then press Start key.
set
1
Job Build - Step 1
End
11x8½
1 sided
1 sided copy
Select paper
Original type
1 sided/ 2 sided
Insert page
1 sided copy-Left
Finished page #: 0
Offset
Auto %
Top Edge
Finished
Reduce /Enlarge
Orig. set direction
Basic
Quality
Edit

Metric specifications

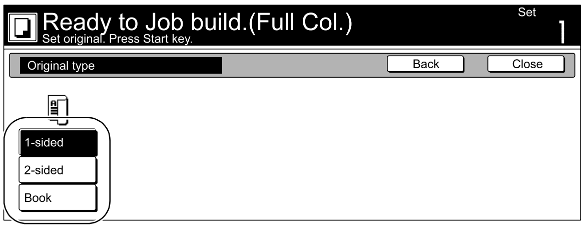

Ready to Job build.(Full Col.)
Set original. Press Start key.
set
1
Job Build - Step 1
End
A4
1-sided
1-sided Copy
Select paper
Original type
1-sided/ 2-sided
Insert blank page
1-sided Copy-Left
Finished page #: 0
Group
AMS
Back Edge
Finished
Reduce/ Enlarge
Orig. set direction
Basic
Quality
Edit

2 Select between "1 sided" ["1-sided"], "2 sided" ["2-sided"] and "Book", in accordance with the originals being copied.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
Set
1
Original type
Back
Close
1 sided
2 sided
Book

Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.
Set
1
Original type
Back
Close
1-sided
2-sided
Book

NOTES

- If you selected "1 sided" ["1-sided"], verify the direction in which the originals were set.
- If you selected "2 sided" ["2-sided"], specify the binding direction of the originals and then verify the direction in which the originals were set.
- If you selected "Book", specify the binding direction of the originals.
- The "2 sided" ["2-sided"] key will be displayed when the optional Document Processor is installed on your copier.

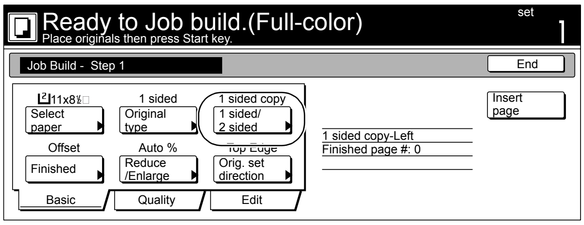
3 Press the "Close" key.
The touch panel will return to the screen in step 1.

Selecting between 1-sided or 2-sided copies

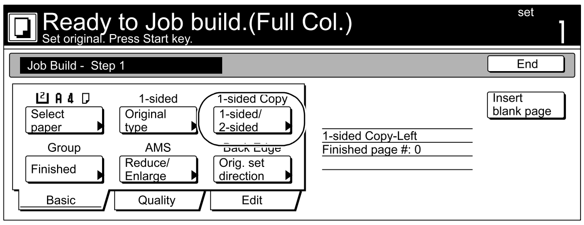
This procedure selects the type of finished copies to be made between 1-sided and 2-sided.

1 With the content of the "Basic" tab displayed, press the "1 sided/2 sided" ["1-sided/2-sided"] key.
The "1 sided/2 sided" ["1-sided/2-sided"] screen will be displayed.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
set
1
Job Build - Step 1
End
11x8½
1 sided
1 sided copy
Select paper
Original type
1 sided/ 2 sided
Insert page
1 sided copy-Left
Finished page #: 0
Offset
Auto %
Top Edge
Finished
Reduce /Enlarge
Orig. set direction
Basic
Quality
Edit

Metric specifications

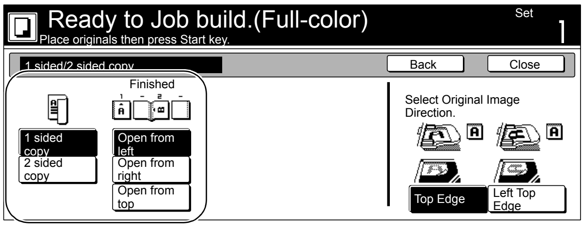

Ready to Job build.(Full Col.)
Set original. Press Start key.
set
1
Job Build - Step 1
End
A4
1-sided
1-sided Copy
Select paper
Original type
1-sided/ 2-sided
Insert blank page
1-sided Copy-Left
Finished page #: 0
Group
AMS
Back Edge
Finished
Reduce/ Enlarge
Orig. set direction
Basic
Quality
Edit

NOTE

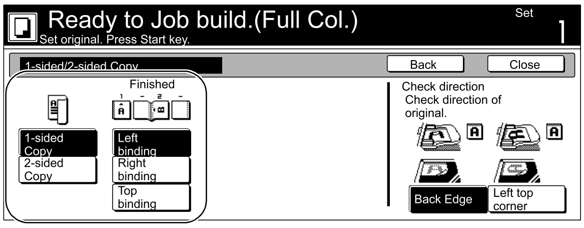
The setting in regard to making either 1-sided or 2-sided copies can only be made in the first step of the job build mode and will apply to all steps in the copy job.

2 Press the “1 sided copy” [“1-sided Copy”] key or the “2 sided copy” [“2-sided Copy”] key, as appropriate, and then select the binding direction you want for the finished copies. Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
Set
1
1 sided/2 sided copy
Back
Close
Finished
1 sided copy
2 sided copy
Open from left
Open from right
Open from top
Select Original Image Direction.
Top Edge
Left Top Edge

Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.
Set
1
1-sided/2-sided Copy
Back
Close
Finished
1-sided Copy
2-sided Copy
Left binding
Right binding
Top binding
Check direction
Check direction of original.
Back Edge
Left top corner

IMPORTANT!
If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

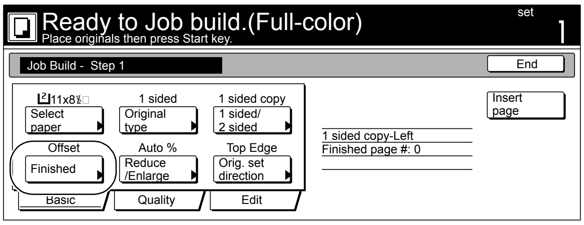
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Selecting how to finished up the copy sets

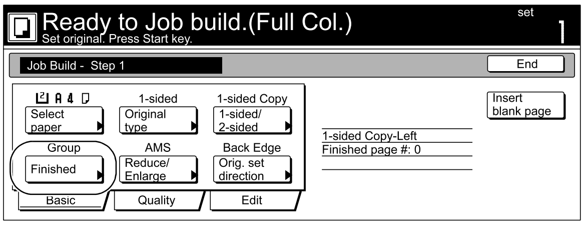
If the optional Document Finisher is installed on your copier, this procedure lets you select whether to staple or hole punch the finished copy sets.

1 With the content of the “Basic” tab displayed, press the “Finished” key.
The “Finished” screen will be displayed.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
set
1
Job Build - Step 1
End
11x8½
Select paper
1 sided
Original type
1 sided copy
1 sided/ 2 sided
Offset
Finished
Auto %
Reduce /Enlarge
Top Edge
Orig. set direction
Insert page
1 sided copy-Left
Finished page #: 0
Basic
Quality
Edit

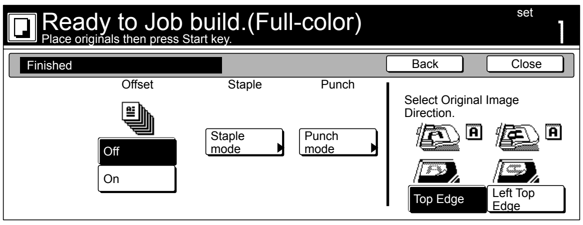
Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.
set
1
Job Build - Step 1
End
A4
Select paper
1-sided
Original type
1-sided Copy
1-sided/ 2-sided
Group
Finished
AMS
Reduce/ Enlarge
Back Edge
Orig. set direction
Insert blank page
1-sided Copy-Left
Finished page #: 0
Basic
Quality
Edit

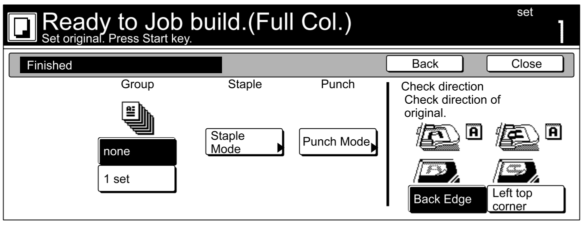
NOTE
The setting in regard to how the copy sets will be finished can only be made in the first step of the job build mode and will apply to all steps in the copy job.

2 Select how you want the copy sets to be finished by pressing the “Staple Mode” key or the “Punch Mode” key, as appropriate.
Follow the instructions on the right side of the touch panel and verify the direction in which the originals were set.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
set
1
Finished
Back
Close
Offset
Staple
Punch
Off
On
Staple mode
Punch mode
Select Original Image Direction.
Top Edge
Left Top Edge

Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.
set
1
Finished
Back
Close
Group
Staple
Punch
none
1 set
Staple Mode
Punch Mode
Check direction
Check direction of original.
Back Edge
Left top corner

IMPORTANT!
If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

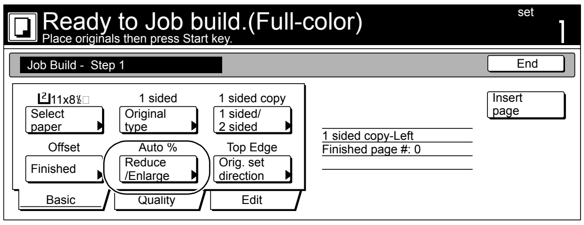
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Making copies at an enlarged or reduced magnification ratio

This procedure selects the magnification ratio of the finished copies.

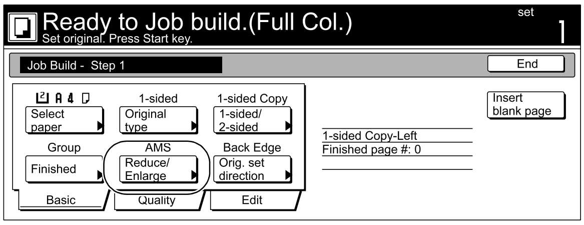
1 With the content of the “Basic” tab displayed, press the “Reduce/Enlarge” key.
The “Reduce/Enlarge” screen will be displayed.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.

1 sided copy-Left
Finished page #: 0
set
1
Job Build - Step 1
End
11x8½
Select paper
1 sided
Original type
1 sided copy
1 sided/ 2 sided
Offset
Finished
Auto %
Reduce /Enlarge
Top Edge
Orig. set direction
Insert page
Basic
Quality
Edit

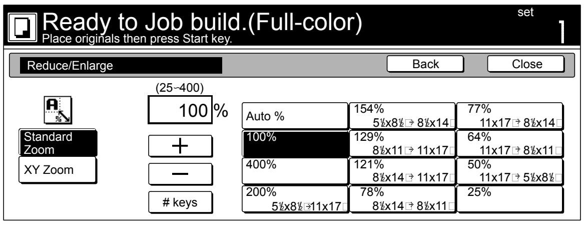
Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.

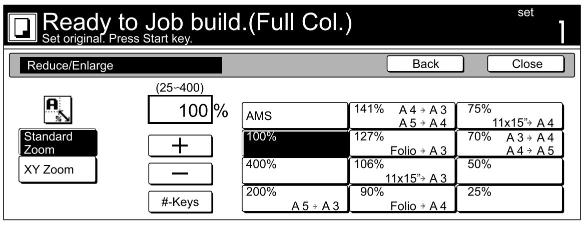
1-sided Copy-Left
Finished page #: 0
set
1
Job Build - Step 1
End
A4
Select paper
1-sided
Original type
1-sided Copy
1-sided/ 2-sided
Group
Finished
AMS
Reduce/ Enlarge
Back Edge
Orig. set direction
Insert blank page
Basic
Quality
Edit

2 Select the desired magnification ratio.
If you want to have the copy magnification ratio selected automatically, press the “Auto %” key.
If you want to manually set the magnification ratio, press the “# keys” [“#-Keys”] key and then enter the desired ratio with the keypad, or press the “+” key or the “-” key to change the displayed magnification ratio to the desired setting in 1% increments.
You can also select the magnification ratio by pressing the preset zoom ratio keys at the right that corresponds to the desired ratio.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
set
1
Reduce/Enlarge
Back
Close
(25~400)
100 %
Standard Zoom
XY Zoom
+
−
# keys
Auto %
100%
400%
200% 5½x8½→11x17
154% 5½x8½→8½x14
129% 8½x11→11x17
121% 8½x14→11x17
78% 8½x14→8½x11
77% 11x17→8½x14
64% 11x17→8½x11
50% 11x17→5½x8½
25%

Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.
set
1
Reduce/Enlarge
Back
Close
(25~400)
100 %
Standard Zoom
XY Zoom
+
−
#-Keys
AMS
100%
400%
200% A5→A3
141% A4→A3 A5→A4
127% Folio→A3
106% 11x15"→A3
90% Folio→A4
75% 11x15"→A4
70% A3→A4 A4→A5
50%
25%

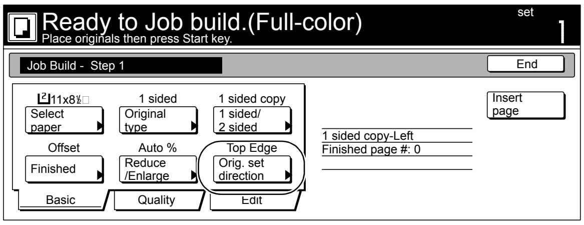
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Specifying the direction that the originals were set

This procedure specifies the direction of the set originals.

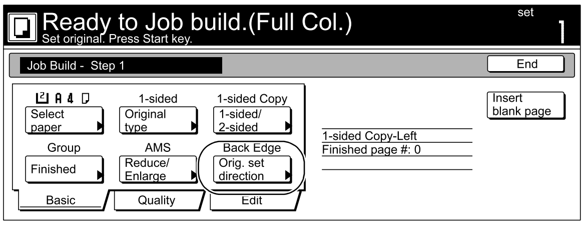
1 With the content of the “Basic” tab displayed, press the “Orig.set direction” key.
The “Orig.set direction” screen will be displayed.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
set
1
Job Build - Step 1
End
11x8½
Select paper
1 sided
Original type
1 sided copy
1 sided/ 2 sided
Insert page
Offset
Finished
Auto %
Reduce /Enlarge
Top Edge
Orig. set direction
Basic
Quality
Edit

1 sided copy-Left
Finished page #: 0

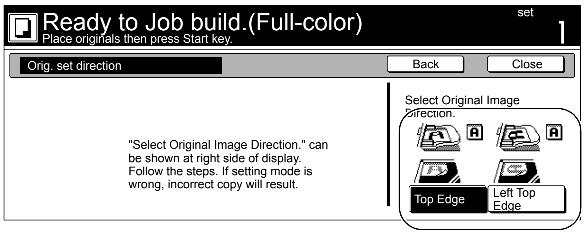
Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.
set
1
Job Build - Step 1
End
A4
Select paper
1-sided
Original type
1-sided Copy
1-sided/ 2-sided
Insert blank page
Group
Finished
AMS
Reduce/ Enlarge
Back Edge
Orig. set direction
Basic
Quality
Edit

1-sided Copy-Left
Finished page #: 0

2 Press the “Top Edge” [“Back Edge”] key or the “Left top Edge” key, as appropriate, according to the direction of the originals.

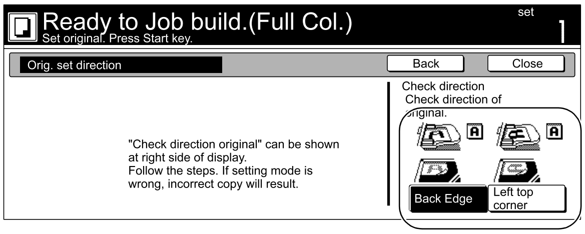
Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
set
1
Orig. set direction
Back
Close
Top Edge
Left Top Edge

"Select Original Image Direction." can be shown at right side of display. Follow the steps. If setting mode is wrong, incorrect copy will result.

Select Original Image Direction.

Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.
set
1
Orig. set direction
Back
Close
Back Edge
Left top corner

"Check direction original" can be shown at right side of display. Follow the steps. If setting mode is wrong, incorrect copy will result.

Check direction
Check direction of original.

IMPORTANT!
If the designation for the direction that the originals are set is not correct, copying may be accomplished incorrectly.

---

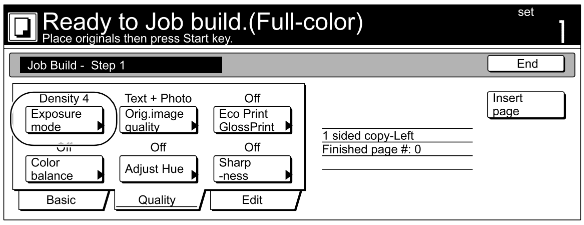
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Setting the scanning density

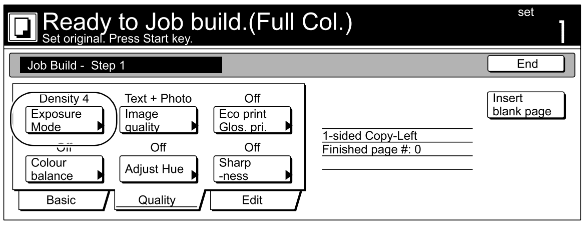
This procedure sets the copy exposure for the finished copies.

1 Press the “Quality” key. Then, in the resulting screen, press the “Exposure mode” key.
The “Exposure mode” screen will be displayed.

Inch specifications

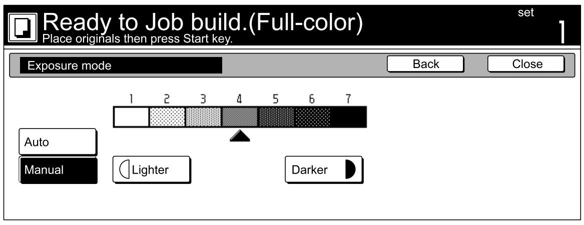

Ready to Job build.(Full-color)
Place originals then press Start key.
Job Build - Step 1
Density 4 / Text + Photo / Off / Off / Off / Off
1 sided copy-Left
Finished page #: 0
set
1
End
Exposure mode
Orig.image quality
Eco Print GlossPrint
Insert page
Color balance
Adjust Hue
Sharp -ness
Basic
Quality
Edit

Metric specifications

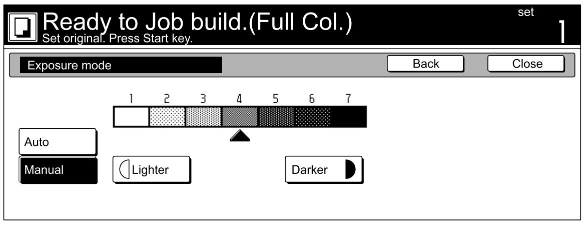

Ready to Job build.(Full Col.)
Set original. Press Start key.
Job Build - Step 1
Density 4 / Text + Photo / Off / Off / Off / Off
1-sided Copy-Left
Finished page #: 0
set
1
End
Exposure Mode
Image quality
Eco print Glos. pri.
Insert blank page
Colour balance
Adjust Hue
Sharp -ness
Basic
Quality
Edit

2 If you want to have the copy exposure selected automatically, press the “Auto” key.
If you want to manually set the exposure, press the “Manual” key and then press the “Lighter” key or the “Darker” key to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
set
1
Exposure mode
Back
Close
1
2
3
4
5
6
7
Auto
Manual
Lighter
Darker

Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.
set
1
Exposure mode
Back
Close
1
2
3
4
5
6
7
Auto
Manual
Lighter
Darker

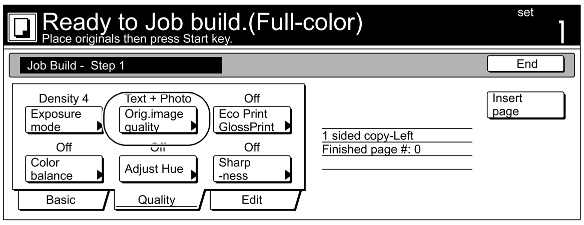
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Setting the image quality

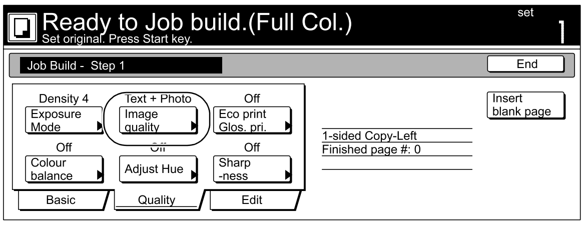
This procedure sets the image quality according to the type of originals being copied.

1 Press the “Quality” key. Then, in the resulting screen, press the “Orig. image quality” key.
The “Orig. image quality” screen will be displayed.

Inch specifications

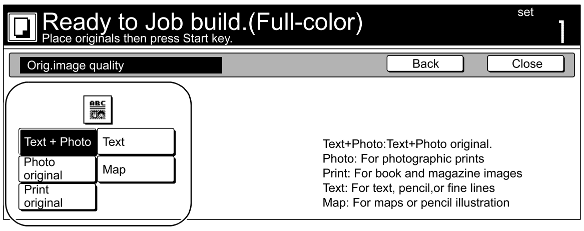

Ready to Job build.(Full-color)
Place originals then press Start key.
Job Build - Step 1
Density 4 / Text + Photo / Off / Off / Off / Off
1 sided copy-Left
Finished page #: 0
set
1
End
Exposure mode
Orig.image quality
Eco Print GlossPrint
Insert page
Color balance
Adjust Hue
Sharp -ness
Basic
Quality
Edit

Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.
Job Build - Step 1
Density 4 / Text + Photo / Off / Off / Off / Off
1-sided Copy-Left
Finished page #: 0
set
1
End
Exposure Mode
Image quality
Eco print Glos. pri.
Insert blank page
Colour balance
Adjust Hue
Sharp -ness
Basic
Quality
Edit

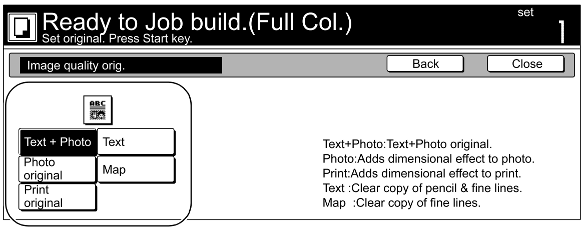
2 Select the image quality mode from among those available: “Text + Photo”, “Photo original”, “Print original”, “Text” and “Map”.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.

Text+Photo:Text+Photo original.
Photo: For photographic prints
Print: For book and magazine images
Text: For text, pencil,or fine lines
Map: For maps or pencil illustration
set
1
Orig.image quality
Back
Close
Text + Photo
Text
Photo original
Map
Print original

Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.

Text+Photo:Text+Photo original.
Photo:Adds dimensional effect to photo.
Print:Adds dimensional effect to print.
Text :Clear copy of pencil & fine lines.
Map :Clear copy of fine lines.
set
1
Image quality orig.
Back
Close
Text + Photo
Text
Photo original
Map
Print original

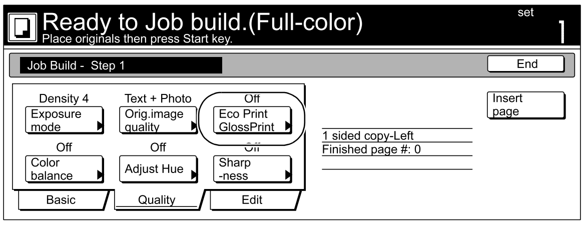
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Turning the eco print mode ON

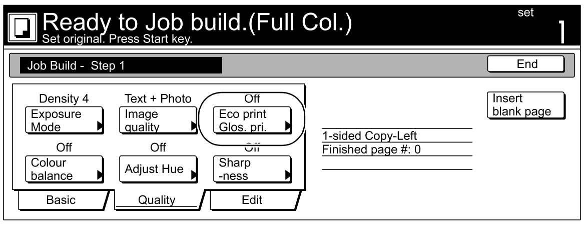
This procedure allows you to turn the eco print mode ON in order to save on toner use.

1 Press the “Quality” key. Then, in the resulting screen, press the “Eco Print GlossPrint” [“Eco print Glos. pri.”] key.
The “Eco print/Gloss print” screen will be displayed.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
set
1
Job Build - Step 1
End
Density 4
Exposure mode
Text + Photo
Orig.image quality
Off
Eco Print GlossPrint
Off
Color balance
Off
Adjust Hue
Off
Sharp -ness
Insert page
1 sided copy-Left
Finished page #: 0
Basic
Quality
Edit

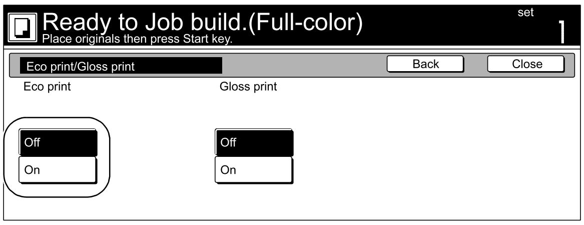
Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.
set
1
Job Build - Step 1
End
Density 4
Exposure Mode
Text + Photo
Image quality
Off
Eco print Glos. pri.
Off
Colour balance
Off
Adjust Hue
Off
Sharp -ness
Insert blank page
1-sided Copy-Left
Finished page #: 0
Basic
Quality
Edit

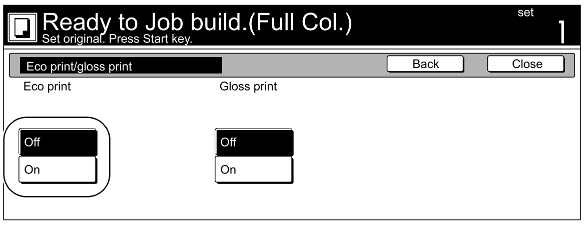
NOTE
The setting in regard to whether or not to use the eco print mode can only be made in the first step of the job build mode and will apply to all steps in the copy job.

2 Press the “On” key to turn the eco print mode ON.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
set
1
Eco print/Gloss print
Back
Close
Eco print
Gloss print
Off
On
Off
On

Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.
set
1
Eco print/gloss print
Back
Close
Eco print
Gloss print
Off
On
Off
On

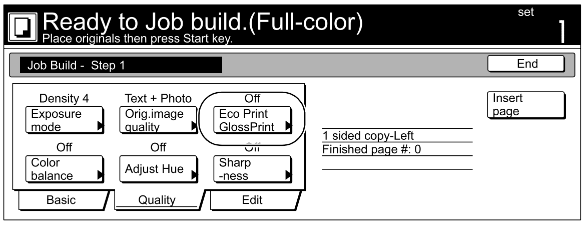
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Gloss mode ON/OFF

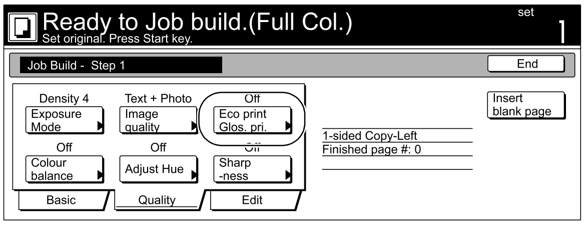
Select the gloss mode when you want to make high-gloss copies.

1 Press the “Quality” key. Then, in the resulting screen, press the “Eco Print GlossPrint” [“Eco print Glos. pri.”] key.
The “Eco print/Gloss print” screen will be displayed.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
set
1
Job Build - Step 1
End
Density 4
Exposure mode
Text + Photo
Orig.image quality
Off
Eco Print GlossPrint
Off
Color balance
Off
Adjust Hue
Off
Sharp -ness
Insert page
1 sided copy-Left
Finished page #: 0
Basic
Quality
Edit

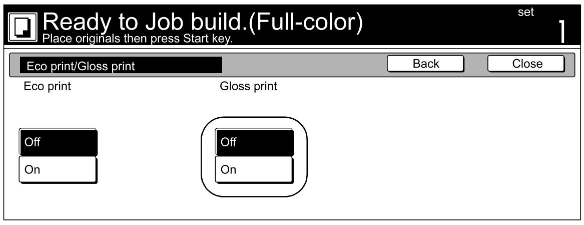
Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.
set
1
Job Build - Step 1
End
Density 4
Exposure Mode
Text + Photo
Image quality
Off
Eco print Glos. pri.
Off
Colour balance
Off
Adjust Hue
Off
Sharp -ness
Insert blank page
1-sided Copy-Left
Finished page #: 0
Basic
Quality
Edit

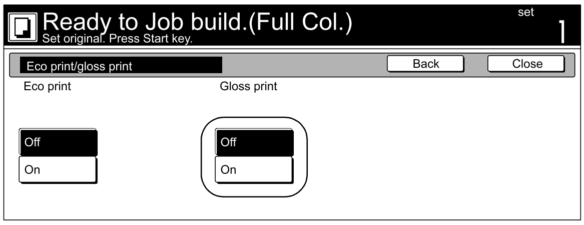
NOTE
The setting in regard to the gloss mode can only be made in the first step of the job build mode and will apply to all steps in the copy job.

2 Press the “On” key or the “Off” key, as appropriate.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
set
1
Eco print/Gloss print
Back
Close
Eco print
Gloss print
Off
On
Off
On

Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.
set
1
Eco print/gloss print
Back
Close
Eco print
Gloss print
Off
On
Off
On

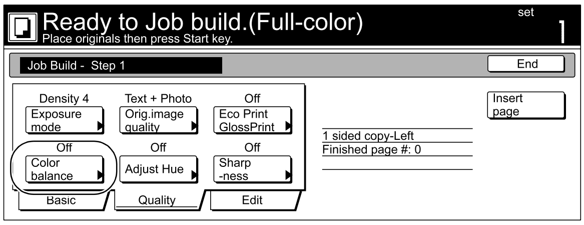
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Adjusting the color balance

The color balance can be fine-adjusted by increasing or decreasing the intensity of each of the colors: cyan, magenta, yellow or black.

1 Press the “Quality” key. Then, in the resulting screen, press the “Color balance” [“Colour balance”] key.
The “Color balance” [“Colour balance”] screen will be displayed.

Inch specifications

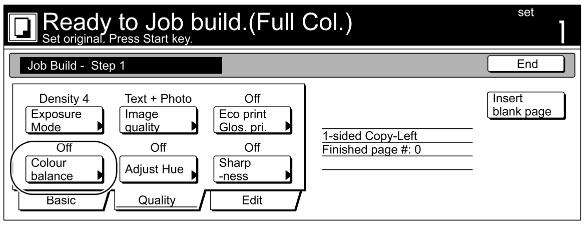


Ready to Job build.(Full-color)
Place originals then press Start key.

set
1
Job Build - Step 1
End
Density 4
Exposure mode
Text + Photo
Orig.image quality
Off
Eco Print GlossPrint
Off
Color balance
Off
Adjust Hue
Off
Sharp -ness
Basic
Quality
Edit
Insert page

1 sided copy-Left
Finished page #: 0

Metric specifications



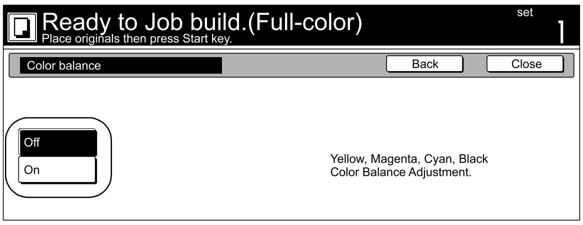
Ready to Job build.(Full Col.)
Set original. Press Start key.

set
1
Job Build - Step 1
End
Density 4
Exposure Mode
Text + Photo
Image quality
Off
Eco print Glos. pri.
Off
Colour balance
Off
Adjust Hue
Off
Sharp -ness
Basic
Quality
Edit
Insert blank page

1-sided Copy-Left
Finished page #: 0

2 Refer to “**Adjusting the color balance**” on page 5-1 for the actual procedure to adjust the color balance.

Inch specifications

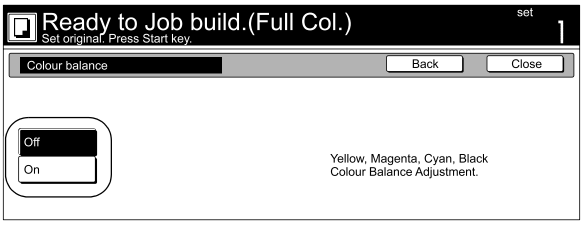


Ready to Job build.(Full-color)
Place originals then press Start key.

set
1
Color balance
Back
Close
Off
On

Yellow, Magenta, Cyan, Black
Color Balance Adjustment.

Metric specifications



Ready to Job build.(Full Col.)
Set original. Press Start key.

set
1
Colour balance
Back
Close
Off
On

Yellow, Magenta, Cyan, Black
Colour Balance Adjustment.

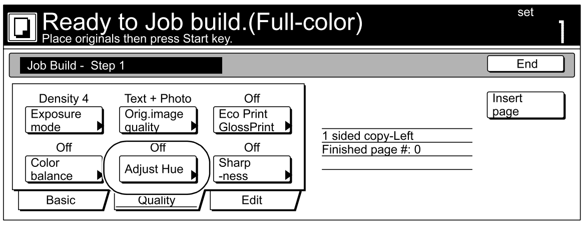
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Adjusting the color hue

It is possible for you to change the color hue and create copies of interesting colors. For example, you can turn reds into reddish-yellows or yellows into yellow-greens.

1 Press the “Quality” key. Then, in the resulting screen, press the “Adjust Hue” key.
The “Adjust Hue” screen will be displayed.

Inch specifications

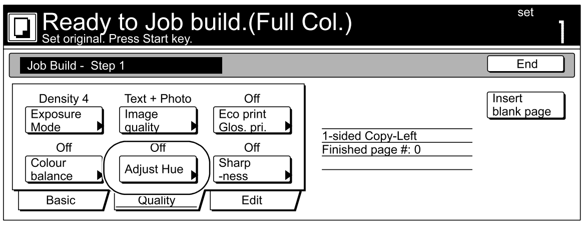


Ready to Job build.(Full-color)
Place originals then press Start key.

set
1
Job Build - Step 1
End
Density 4
Exposure mode
Text + Photo
Orig.image quality
Off
Eco Print GlossPrint
Off
Color balance
Off
Adjust Hue
Off
Sharp -ness
Basic
Quality
Edit
Insert page

1 sided copy-Left
Finished page #: 0

Metric specifications



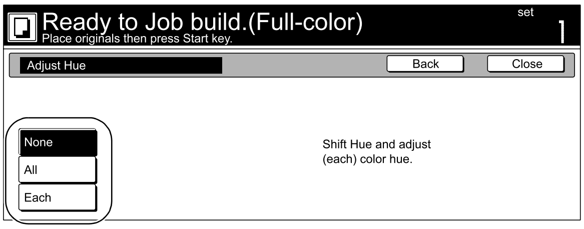
Ready to Job build.(Full Col.)
Set original. Press Start key.

set
1
Job Build - Step 1
End
Density 4
Exposure Mode
Text + Photo
Image quality
Off
Eco print Glos. pri.
Off
Colour balance
Off
Adjust Hue
Off
Sharp -ness
Basic
Quality
Edit
Insert blank page

1-sided Copy-Left
Finished page #: 0

2 Refer to “**Adjusting the color hue**” on page 5-3 for the actual procedure to adjust the color hue.

Inch specifications

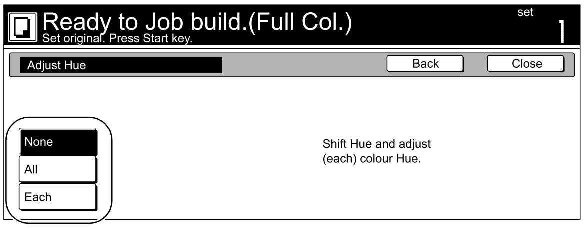


Ready to Job build.(Full-color)
Place originals then press Start key.

set
1
Adjust Hue
Back
Close
None
All
Each

Shift Hue and adjust
(each) color hue.

Metric specifications



Ready to Job build.(Full Col.)
Set original. Press Start key.

set
1
Adjust Hue
Back
Close
None
All
Each

Shift Hue and adjust
(each) colour Hue.

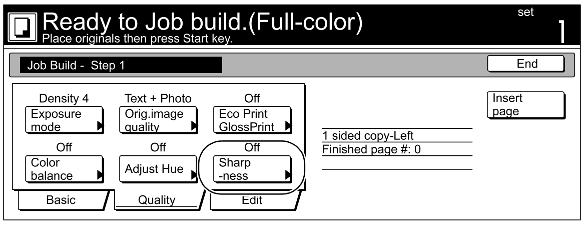
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Adjusting the sharpness

It is possible for you to adjust the contours of the image.

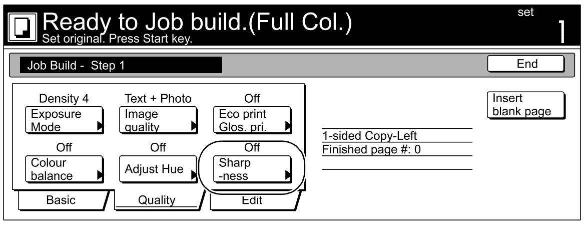
1 Press the “Quality” key. Then, in the resulting screen, press the “Sharpness” key.
The “Sharpness” screen will be displayed.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.

1 sided copy-Left
Finished page #: 0
set
1
Job Build - Step 1
End
Density 4
Exposure mode
Text + Photo
Orig.image quality
Off
Eco Print GlossPrint
Off
Color balance
Off
Adjust Hue
Off
Sharp -ness
Insert page
Basic
Quality
Edit

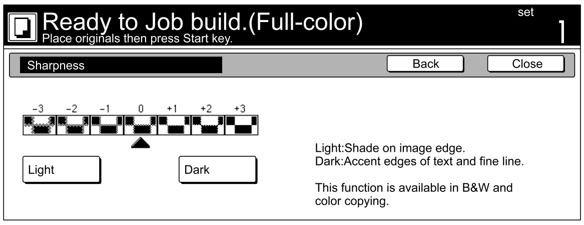
Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.

1-sided Copy-Left
Finished page #: 0
set
1
Job Build - Step 1
End
Density 4
Exposure Mode
Text + Photo
Image quality
Off
Eco print Glos. pri.
Off
Colour balance
Off
Adjust Hue
Off
Sharp -ness
Insert blank page
Basic
Quality
Edit

2 Refer to “**Adjusting the sharpness**” on page 6-56 for the actual procedure to adjust the color sharpness.

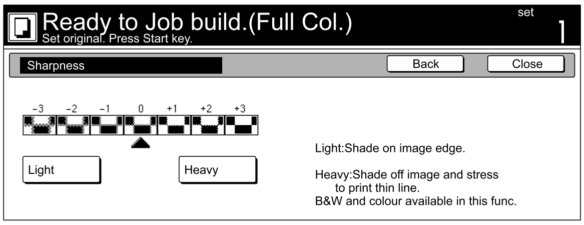
Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.

Light:Shade on image edge.
Dark:Accent edges of text and fine line.

This function is available in B&W and color copying.
set
1
Sharpness
Back
Close
-3
-2
-1
0
+1
+2
+3
Light
Dark

Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.

Light:Shade on image edge.

Heavy:Shade off image and stress to print thin line.
B&W and colour available in this func.
set
1
Sharpness
Back
Close
-3
-2
-1
0
+1
+2
+3
Light
Heavy

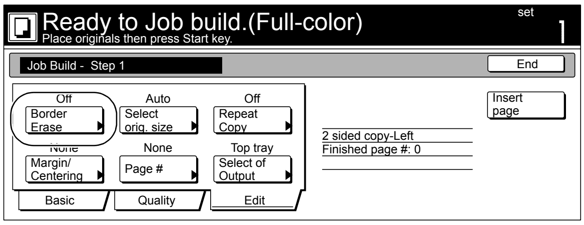
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Selecting the sheet erase mode

This procedure selects the sheet erase mode in order to erase the shadows, lines, etc., that can occur around the edges of copies.

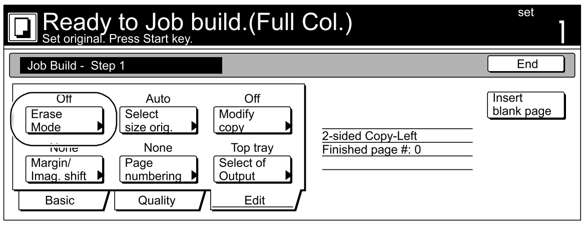
1 Press the “Edit” key. Then, in the resulting screen, press the “Border Erase” [“Erase Mode”] key.
The “Border Erase” [“Erase Mode”] screen will be displayed.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.

2 sided copy-Left
Finished page #: 0
set
1
Job Build - Step 1
End
Off
Border Erase
Auto
Select orig. size
Off
Repeat Copy
None
Margin/ Centering
None
Page #
Top tray
Select of Output
Insert page
Basic
Quality
Edit

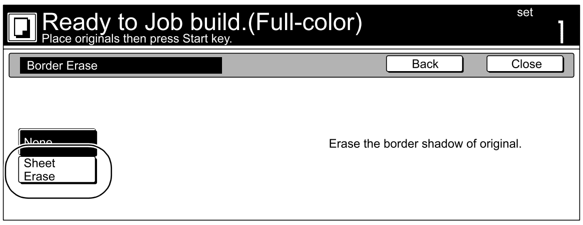
Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.

2-sided Copy-Left
Finished page #: 0
set
1
Job Build - Step 1
End
Off
Erase Mode
Auto
Select size orig.
Off
Modify copy
None
Margin/ Imag. shift
None
Page numbering
Top tray
Select of Output
Insert blank page
Basic
Quality
Edit

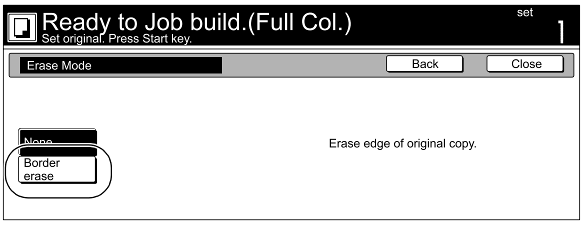
2 Press the “Sheet Erase” [“Border erase”] key and then set the desired border width.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.

Erase the border shadow of original.
set
1
Border Erase
Back
Close
None
Sheet Erase

Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.

Erase edge of original copy.
set
1
Erase Mode
Back
Close
None
Border erase

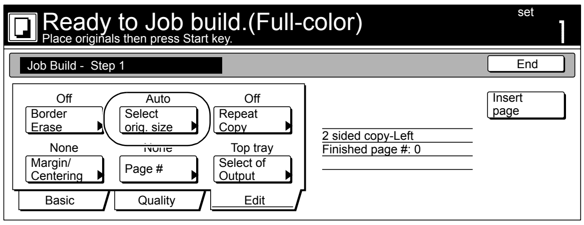
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Manually selecting the size of the originals

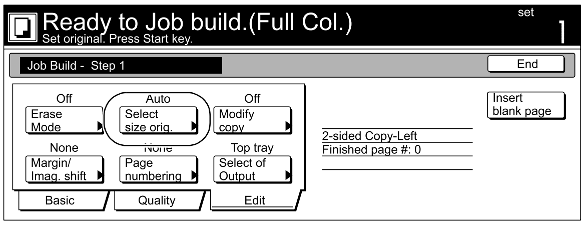
This procedure allow you to select the size of the originals manually using the touch panel.

1 Press the “Edit” key. Then, in the resulting screen, press the “Select orig. size” [“Select size orig.”] key.
The “Select orig. size” [“Select size original”] screen will be displayed.

Inch specifications

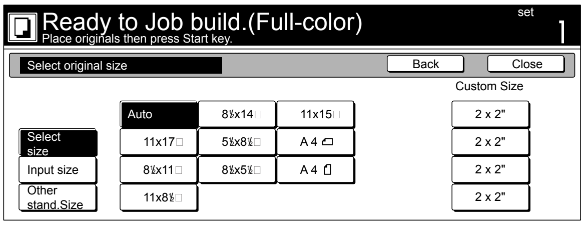

Ready to Job build.(Full-color)
Place originals then press Start key.
2 sided copy-Left
Finished page #: 0
set
1
Job Build - Step 1
End
Off
Border Erase
Auto
Select orig. size
Off
Repeat Copy
None
Margin/ Centering
None
Page #
Top tray
Select of Output
Insert page
Basic
Quality
Edit

Metric specifications

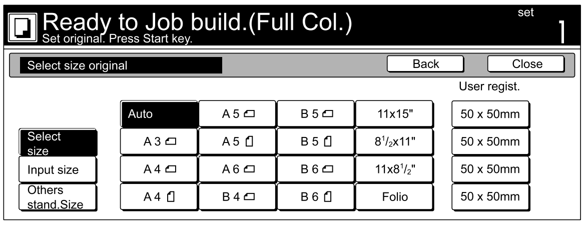

Ready to Job build.(Full Col.)
Set original. Press Start key.
2-sided Copy-Left
Finished page #: 0
set
1
Job Build - Step 1
End
Off
Erase Mode
Auto
Select size orig.
Off
Modify copy
None
Margin/ Imag. shift
None
Page numbering
Top tray
Select of Output
Insert blank page
Basic
Quality
Edit

2 If you want the size of the originals to be detected automatically, press the “Auto” key. If you want to select a standard original size, press the key that corresponds to the desired size.
If you want to select a standard size other than those displayed, press the “Other stand.Size” [“Others stand.Size”] key.
If you want to select the dimensions of the originals manually, press the “Input size” key and then set the corresponding dimensions.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
set
1
Select original size
Back
Close
Custom Size
Select size
Input size
Other stand.Size
Auto
8½x14
11x15
11x17
5½x8½
A 4
8½x11
8½x5½
A 4
11x8½
2 x 2"
2 x 2"
2 x 2"
2 x 2"

Metric specifications


Ready to Job build.(Full Col.)
Set original. Press Start key.
set
1
Select size original
Back
Close
User regist.
Select size
Input size
Others stand.Size
Auto
A 5
B 5
11x15"
A 3
A 5
B 5
8¹/₂x11"
A 4
A 6
B 6
11x8¹/₂"
A 4
B 4
B 6
Folio
50 x 50mm
50 x 50mm
50 x 50mm
50 x 50mm

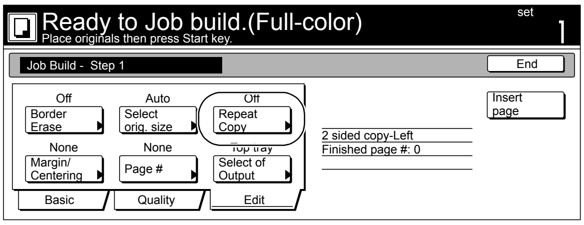
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Selecting the repeat copy mode

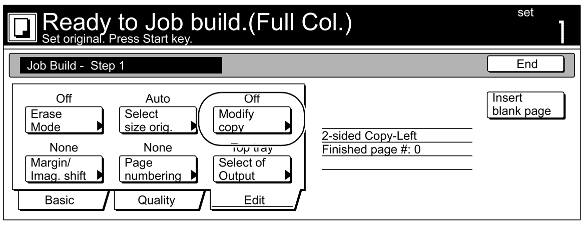
This procedure allow you to select the repeat copy mode so that you can make any necessary number of additional copies later.

1 Press the “Edit” key. Then, in the resulting screen, press the “Repeat Copy” key.
The “Repeat Copy” screen will be displayed.

Inch specifications


Ready to Job build.(Full-color)
Place originals then press Start key.
2 sided copy-Left
Finished page #: 0
set
1
Job Build - Step 1
End
Off
Border Erase
Auto
Select orig. size
Off
Repeat Copy
None
Margin/ Centering
None
Page #
Top tray
Select of Output
Insert page
Basic
Quality
Edit

Metric specifications

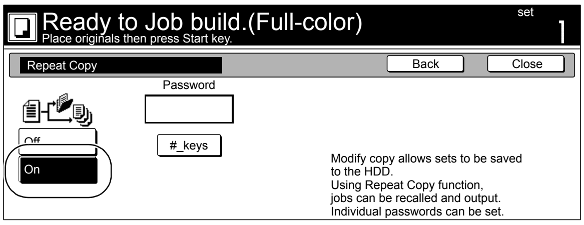

Ready to Job build.(Full Col.)
Set original. Press Start key.
2-sided Copy-Left
Finished page #: 0
set
1
Job Build - Step 1
End
Off
Erase Mode
Auto
Select size orig.
Off
Modify copy
None
Margin/ Imag. shift
None
Page numbering
Top tray
Select of Output
Insert blank page
Basic
Quality
Edit

NOTES

- To make additional copies with the repeat copy mode, refer to “**Printing out with the repeat copy mode**” on page 6-50.
- The setting in regard to whether or not to use the repeat copy mode can only be made in the first step of the job build mode and will apply to all steps in the copy job.

2 Press the “On” key to select the repeat copy mode.

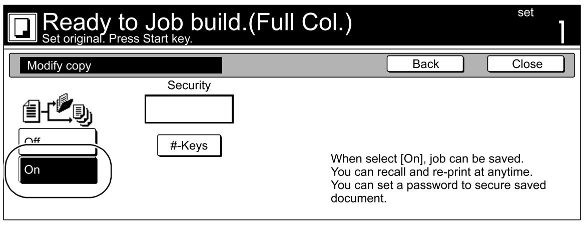
Inch specifications


set
1
Repeat Copy
Back
Close
Password
#_keys
Off
On

Ready to Job build.(Full-color)
Place originals then press Start key.

Modify copy allows sets to be saved to the HDD. Using Repeat Copy function, jobs can be recalled and output. Individual passwords can be set.

Metric specifications


set
1
Modify copy
Back
Close
Security
#-Keys
Off
On

Ready to Job build.(Full Col.)
Set original. Press Start key.

When select [On], job can be saved. You can recall and re-print at anytime. You can set a password to secure saved document.

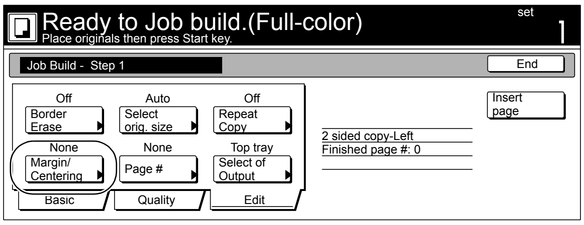
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Selecting the margin mode or the centering/image shift mode

This procedure selects the margin mode or the centering/image shift mode in order to create a margin space or center the copy image.

1 Press the “Edit” key. Then, in the resulting screen, press the “Margin/Centering” [“Margin/Imag. shift”] key.
The “Margin/Centering” [“Margin/Imag. shift”] screen will be displayed.

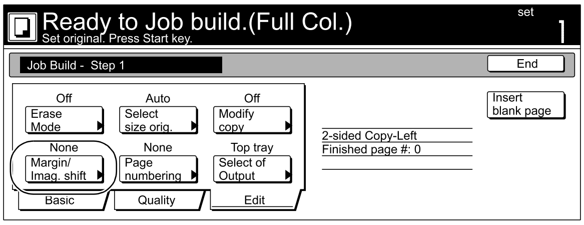
Inch specifications


set
1
Job Build - Step 1
End
Off
Border Erase
Auto
Select orig. size
Off
Repeat Copy
None
Margin/ Centering
None
Page #
Top tray
Select of Output
Insert page
Basic
Quality
Edit

Ready to Job build.(Full-color)
Place originals then press Start key.

2 sided copy-Left
Finished page #: 0

Metric specifications


set
1
Job Build - Step 1
End
Off
Erase Mode
Auto
Select size orig.
Off
Modify copy
None
Margin/ Imag. shift
None
Page numbering
Top tray
Select of Output
Insert blank page
Basic
Quality
Edit

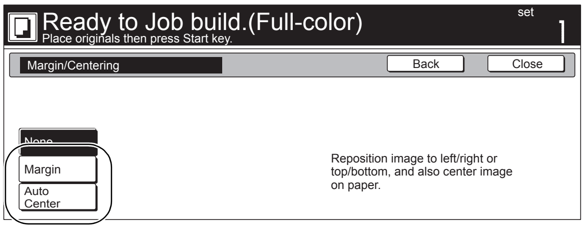
Ready to Job build.(Full Col.)
Set original. Press Start key.

2-sided Copy-Left
Finished page #: 0

NOTE
The setting in regard to the margin mode or the centering/image shift mode can only be made in the first step of the job build mode and will apply to all steps in the copy job.

2 Press the “Margin” key or the “Auto Center” [“Imag.shift”] key, as appropriate.
For more detailed information on these two settings, refer to the explanation for the margin mode on page 6-12 or the centering/image shift mode on page 6-15, as appropriate.

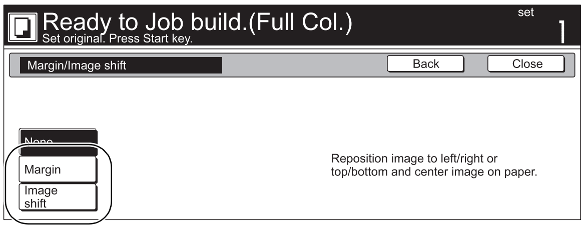
Inch specifications


set
1
Margin/Centering
Back
Close
None
Margin
Auto Center

Ready to Job build.(Full-color)
Place originals then press Start key.

Reposition image to left/right or top/bottom, and also center image on paper.

Metric specifications


set
1
Margin/Image shift
Back
Close
None
Margin
Image shift

Ready to Job build.(Full Col.)
Set original. Press Start key.

Reposition image to left/right or top/bottom and center image on paper.

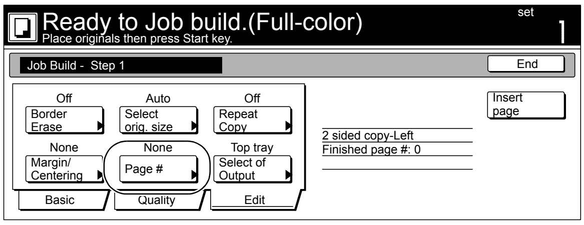
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Selecting the print page numbers mode

This procedure selects the print page numbers mode in order to have page numbers printed on the corresponding copies.

1 Press the “Edit” key. Then, in the resulting screen, press the “Page #” [“Page numbering”] key.
The “Page #” [“Page numbering”] screen will be displayed.

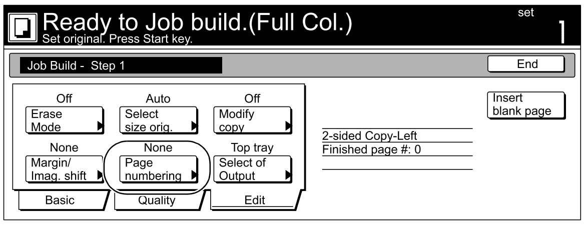
Inch specifications



Ready to Job build.(Full-color)
Place originals then press Start key.
Job Build - Step 1
2 sided copy-Left
Finished page #: 0

set
1
End
Off
Border Erase
Auto
Select orig. size
Off
Repeat Copy
Insert page
None
Margin/ Centering
None
Page #
Top tray
Select of Output
Basic
Quality
Edit

Metric specifications



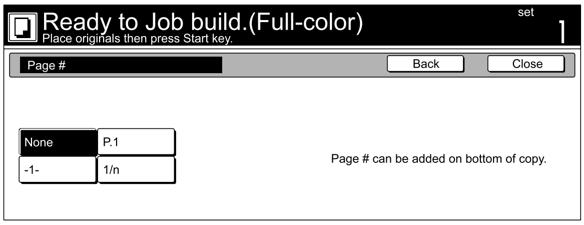
Ready to Job build.(Full Col.)
Set original. Press Start key.
Job Build - Step 1
2-sided Copy-Left
Finished page #: 0

set
1
End
Off
Erase Mode
Auto
Select size orig.
Off
Modify copy
Insert blank page
None
Margin/ Imag. shift
None
Page numbering
Top tray
Select of Output
Basic
Quality
Edit

NOTE
The setting in regard to the print page numbers mode can only be made in the first step of the job build mode and will apply to all steps in the copy job.

2 For more detailed information on this setting, refer to the explanation for the print page numbers mode on page 6-23.

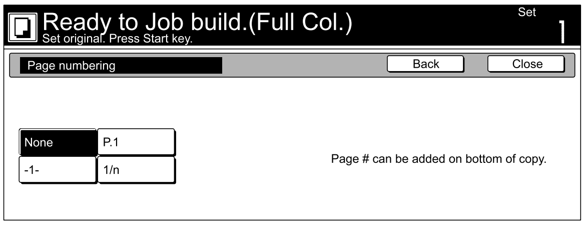
Inch specifications



Ready to Job build.(Full-color)
Place originals then press Start key.
Page #
Page # can be added on bottom of copy.

set
1
Back
Close
None
P.1
-1-
1/n

Metric specifications



Ready to Job build.(Full Col.)
Set original. Press Start key.
Page numbering
Page # can be added on bottom of copy.

Set
1
Back
Close
None
P.1
-1-
1/n

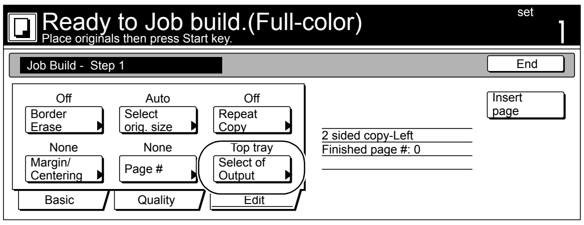
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Selecting the location of copy ejection

This procedure selects the location for the ejection of finished copies.

1 Press the “Edit” key. Then, in the resulting screen, press the “Select of Output” key.
The “Select of Output” screen will be displayed.

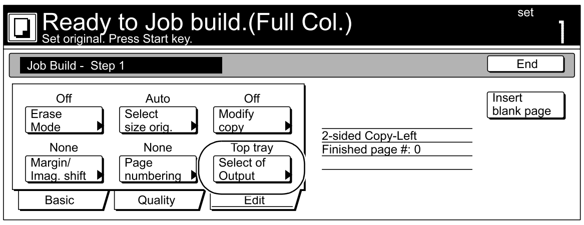
Inch specifications



Ready to Job build.(Full-color)
Place originals then press Start key.
Job Build - Step 1
2 sided copy-Left
Finished page #: 0

set
1
End
Off
Border Erase
Auto
Select orig. size
Off
Repeat Copy
Insert page
None
Margin/ Centering
None
Page #
Top tray
Select of Output
Basic
Quality
Edit

Metric specifications



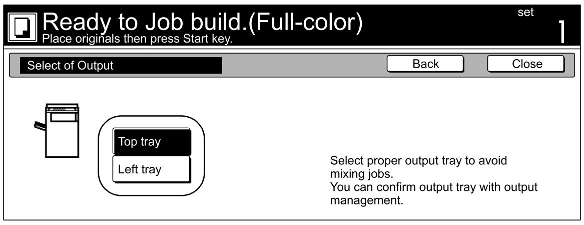
Ready to Job build.(Full Col.)
Set original. Press Start key.
Job Build - Step 1
2-sided Copy-Left
Finished page #: 0

set
1
End
Off
Erase Mode
Auto
Select size orig.
Off
Modify copy
Insert blank page
None
Margin/ Imag. shift
None
Page numbering
Top tray
Select of Output
Basic
Quality
Edit

NOTE
The setting in regard to the location of copy ejection can only be made in the first step of the job build mode and will apply to all steps in the copy job.

2 Select the desired location for the ejection of finished copies.

Inch specifications



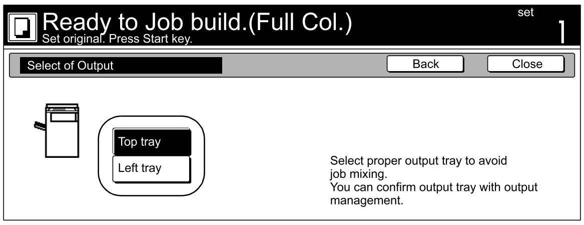
Ready to Job build.(Full-color)

Place originals then press Start key.

Select proper output tray to avoid mixing jobs.
You can confirm output tray with output management.

set
1
Select of Output
Back
Close
Top tray
Left tray

Metric specifications



Ready to Job build.(Full Col.)

Set original. Press Start key.

Select proper output tray to avoid job mixing.
You can confirm output tray with output management.

set
1
Select of Output
Back
Close
Top tray
Left tray

NOTE

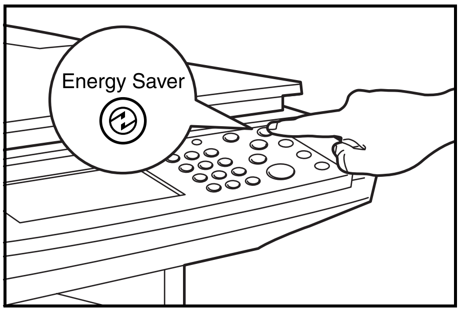
You can select between “Top tray” and “Finisher” when the optional Document Finisher is installed on your copier.

3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Energy-saving Low power mode

If you press the [Energy Saver] key, even while the power switch is still turned ON, the copier will enter the energy-saving Low power mode. When the copier is in this Low power mode, the light the lamp in the [Energy Saver] key will be the only lit indication on the operation panel.

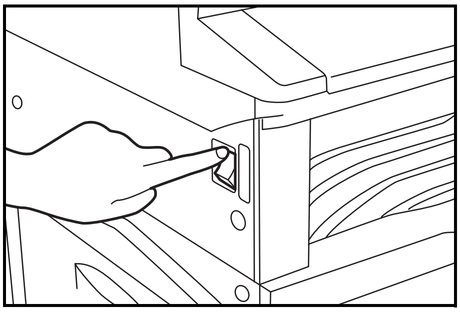
To resume copying after the Low power mode has been activated, press the [Energy Saver] key once again.
It will take the copier less than 30 seconds to return to a copy-ready state.



NOTE
The energy-saving Low power mode will also engage automatically in this copier if no operation is performed for a predetermined period of time. (See "**Auto low power time**" on page 7-53.)

Auto sleep function

This function automatically turns the power switch OFF (O) if no operation has been performed on the copier for a certain period of time (15 to 240 minutes). When you want to make copies again, simply turn the power switch back ON (|).
The factory default setting is for the auto sleep function to engage after 60 minutes.



More about the auto sleep function

The auto sleep function is a power-saving feature which automatically turns the power switch to the copier OFF (O) when a certain time elapses without any operation being performed. Copiers are generally in a standby mode more than they are in actual operation, so power consumption in the standby mode occupies a large part of overall consumption. Having the copier turned OFF (O) automatically after a certain amount of time reduces unnecessary power consumption in the standby mode or at night if the copier happens to be left on accidentally. The result is a lower electricity bill.

NOTES
- In order to change the amount of time that will elapse before the auto sleep function engages, see "**Auto sleep time**" on page 7-52. In order to disable the auto sleep function, see "**Auto sleep ON/OFF**" on page 7-62.
- The copier will enter a sleep mode when the auto sleep function engages. In this state, when the copier detects the presence of data to be printed out, it will automatically revert to a copy-ready state and begin printing out that data.
- If the optional Fax Kit is installed in your copier, the fax data can be printed out.

Section 7 COPIER MANAGEMENT

Copy management function

By registering a different department ID-code for each individual department that uses the copier, the copy management function will help you manage the overall number of copies made by each department.
The copy management function in this copier offers the following features.

- Manage use of printer, scanner and optional fax functions utilized by the same department ID-code.
- Manage up to 500 individual departments.
- Register department ID-codes of up to 8 digits (between 0 and 99999999).
- Check the total number of copies made under all department ID-codes as a whole or by each individual department.
- Set copy limits to any 1-page increment up to 999,999.
- Clear the copy counts for all department ID-codes at one time or for each individual department.
- Check copy counts for your own department without the need to enter the management code. Just enter the corresponding department ID-code.

IMPORTANT!
In order to access the “Change restrictions for use” procedure under “Editing copy management information”, it is necessary to select “On” under “Copier function management ON/OFF”, “Printer function management ON/OFF” or “Scanner function management ON/OFF”. When the optional Fax Kit is installed in your copier, it is necessary to select “On” under the corresponding “Fax function management ON/OFF” procedure. (See “**Changing the copy management default settings**” on page 7-28.)

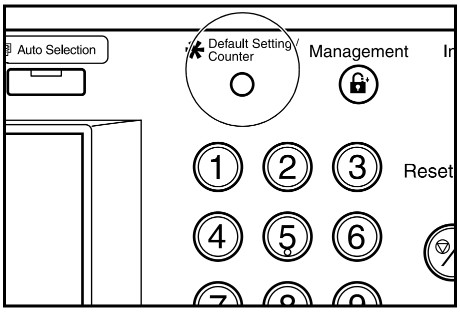
Copy management procedures

Procedure	Description	Reference page
Editing copy management information	• Register new department ID-codes Perform this procedure when you want to register a new department ID-code and set the restrictions for using the copier under that ID-code. Up to 500 department ID-codes can be registered.	7-4
	• Delete department ID-codes Perform this procedure when you want to delete registered department ID-codes.	7-19
	• Change registered information Perform this procedure when you want to change a department name or the corresponding ID-code.	7-20
	• Change restrictions for use Perform this procedure when you want to change the restrictions for using the copier under each department ID-code.	7-23
Checking the copy management counts	• Check all departments Perform this procedure when you want to check the total number of copies made under all department ID-codes as a whole, print out a copy management report and clear the copy counts for all of the registered department ID-codes.	7-24
	• Check individual departments Perform this procedure when you want to check the total number of copies made under each individual department ID-code and/or clear the copy counts for individual departments as well.	7-26
Turning the copy management function ON/OFF	Perform this procedure and press the “On” key when you want to turn the copy management function ON, or press the “Off” key to turn the copy management function OFF.	7-28
Changing the copy management default settings	Perform this procedure when you want to change the default settings for the copy management function.	7-28

Accessing the copy management menu screen

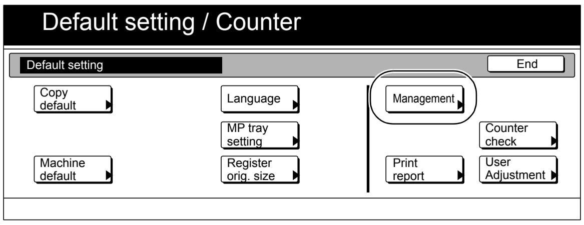
Perform the following procedure in order to access the copy management menu screen.

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting” screen will be displayed.

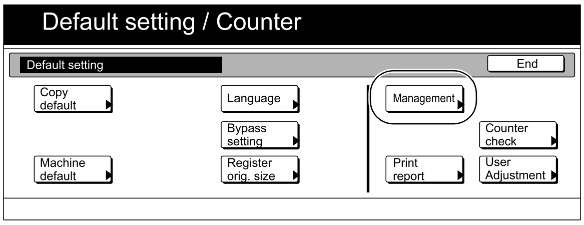

Auto Selection
Default Setting / Counter
Management
Reset
1
2
3
4
5
6

2 Press the “Management” key on the right side of the touch panel.

Inch specifications

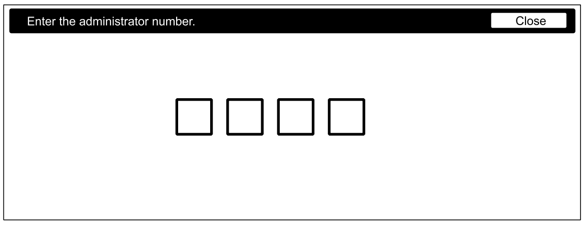

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

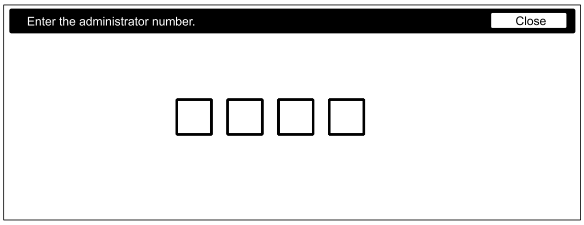

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

3 Use the numeric keys on the keypad to enter the 4-digit management code.
The factory default management code is “4000”.
If the entered management code matches the currently registered one, the copy management menu screen will be displayed.

Inch specifications

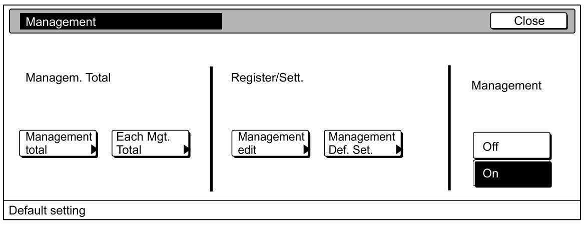

Enter the administrator number.

Metric specifications

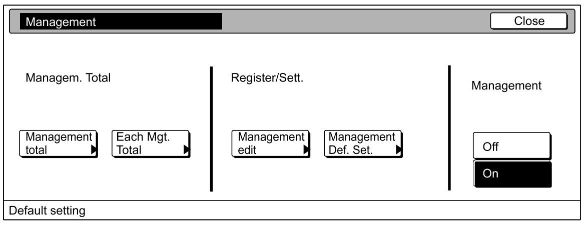

Enter the administrator number.

4 Press the key that corresponds to the desired procedure.
The setting screen for that procedure will be displayed.

Inch specifications


Management
Close
Managem. Total
Register/Sett.
Management
Management total
Each Mgt. Total
Management edit
Management Def. Set.
Off
On
Default setting

Metric specifications


Management
Close
Managem. Total
Register/Sett.
Management
Management total
Each Mgt. Total
Management edit
Management Def. Set.
Off
On
Default setting

NOTES

- It is possible for you to change the 4-digit management code. (See “**Changing the management code**” on page 7-61.)
- Perform the following procedure that corresponds to the desired setting.

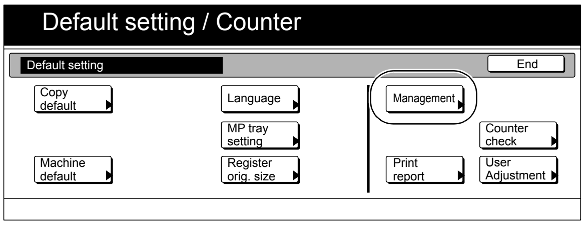
Editing copy management information

Register new department ID-codes

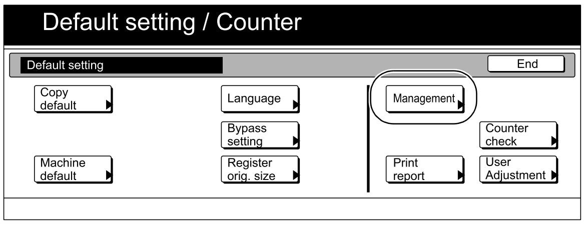
Perform the following procedure when you want to register department ID-codes (up to 8-digits per ID-code) and the corresponding department name, and set certain restrictions for using the copier under that ID-code.

1 Access the copy management menu screen.
(See "**Accessing the copy management menu screen**".)

Inch specifications

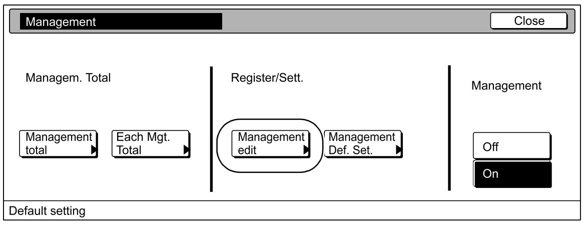

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

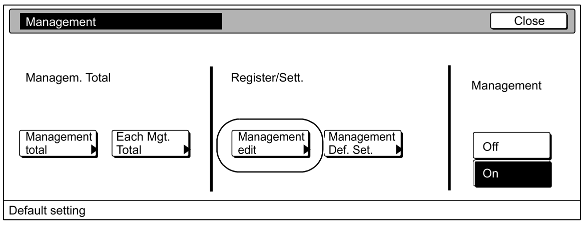

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

2 Press the "Management edit" key.
The "Management edit" screen will be displayed.

Inch specifications

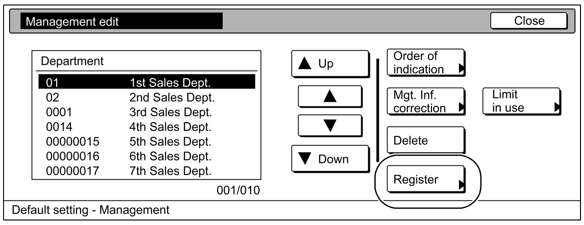

Management
Close
Managem. Total
Register/Sett.
Management
Management total
Each Mgt. Total
Management edit
Management Def. Set.
Off
On
Default setting

Metric specifications


Management
Close
Managem. Total
Register/Sett.
Management
Management total
Each Mgt. Total
Management edit
Management Def. Set.
Off
On
Default setting

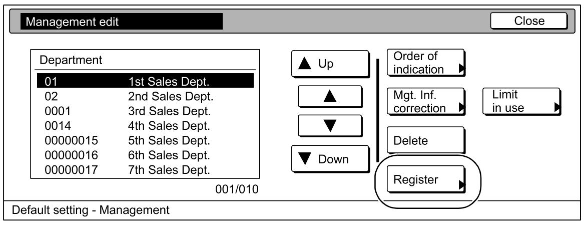
3 Press the "Register" key.
The "New register" screen will be displayed.

Inch specifications


Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
001/010
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

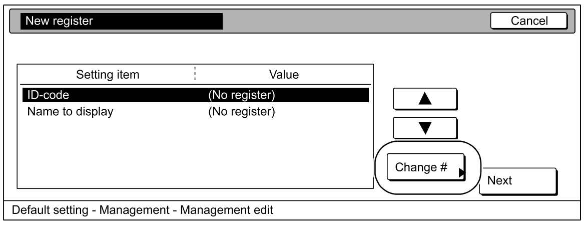
Metric specifications


Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
001/010
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

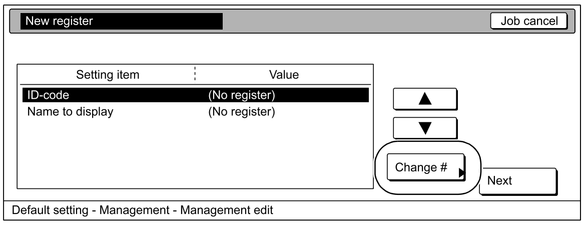
4 Select "ID-code" under the "Setting item" column on the left side of the touch panel and then press the "Change #" key.
The "ID-code" screen will be displayed.

Inch specifications


New register
Cancel
Change #
Next
Default setting - Management - Management edit

Setting item	Value
ID-code	(No register)
Name to display	(No register)

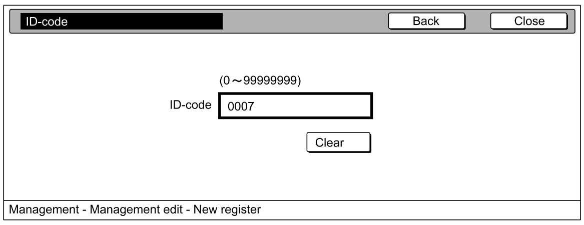
Metric specifications


New register
Job cancel
Change #
Next
Default setting - Management - Management edit

Setting item	Value
ID-code	(No register)
Name to display	(No register)

5 Use the numeric keys on the keypad to enter the department ID-code that you want to register (up to 8 digits).
You can enter any number between “0” and “99999999”.

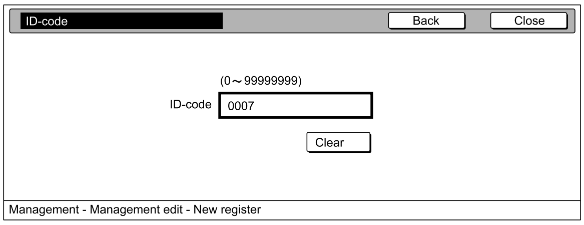
Inch specifications


ID-code
Back
Close
Clear

ID-code (0～99999999) 0007

Management - Management edit - New register

Metric specifications


ID-code
Back
Close
Clear

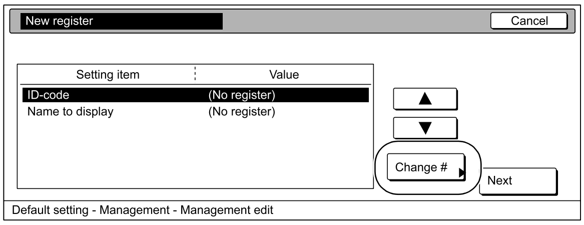
ID-code (0～99999999) 0007

Management - Management edit - New register

6 Press the “Close” key.
The touch panel will return to the screen in step 4.

7 Select “Name to display” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Name to display” screen will be displayed.

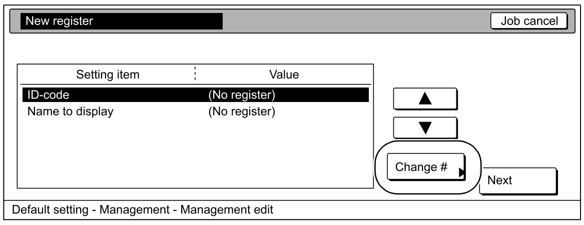
Inch specifications


New register
Cancel
▲
▼
Change #
Next

Setting item	Value
ID-code	(No register)
Name to display	(No register)

Default setting - Management - Management edit

Metric specifications

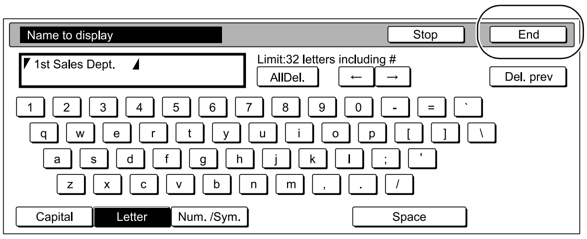

New register
Job cancel
▲
▼
Change #
Next

Setting item	Value
ID-code	(No register)
Name to display	(No register)

Default setting - Management - Management edit

8 Enter the name for that department, and then press the “End” key.
The touch panel will return to the screen in step 4.

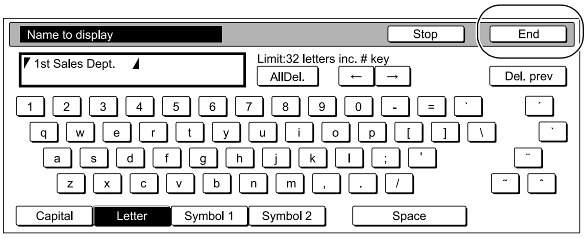
Inch specifications


Name to display
Stop
End
AllDel.
←
→
Del. prev
1 2 3 4 5 6 7 8 9 0 - = `
q w e r t y u i o p [ ] \
a s d f g h j k l ; '
z x c v b n m , . /
Capital
Letter
Num. /Sym.
Space

1st Sales Dept.

Limit:32 letters including #

Metric specifications


Name to display
Stop
End
AllDel.
←
→
Del. prev
1 2 3 4 5 6 7 8 9 0 - = `
q w e r t y u i o p [ ] \
a s d f g h j k l ; '
z x c v b n m , . /
Capital
Letter
Symbol 1
Symbol 2
Space

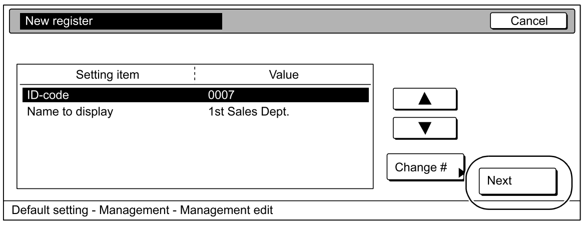
1st Sales Dept.

Limit:32 letters inc. # key

NOTE
For information on how to enter the department name, refer to “**Entering characters**” on page 7-112.

9 Once you are finished registering that department’s ID-code and name, press the “Next” key.

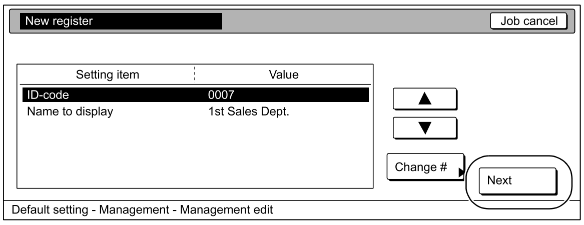
Inch specifications


New register
Cancel
▲
▼
Change #
Next

Setting item	Value
ID-code	0007
Name to display	1st Sales Dept.

Default setting - Management - Management edit

Metric specifications


New register
Job cancel
▲
▼
Change #
Next

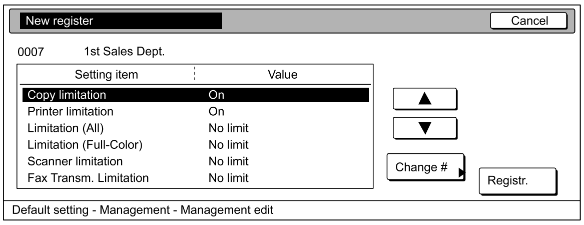
Setting item	Value
ID-code	0007
Name to display	1st Sales Dept.

Default setting - Management - Management edit

NOTES
- Be sure to register both of the setting items above, If you do not, an error will occur and you will be unable to continue to the next step.
- If you attempt to register a department ID-code or a department name that is already registered, an error will occur and you will be unable to continue to the next step. In this case, select a different ID-code and/or name, as appropriate.

10 Set the restrictions for using the copier under that department ID-code.

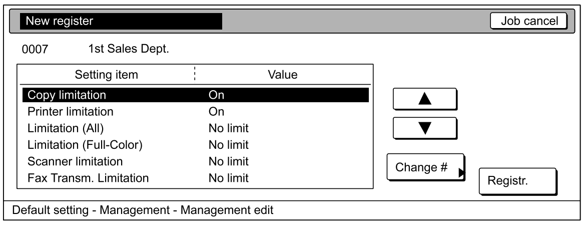
Inch specifications


New register
Cancel
▲
▼
Change #
Registr.
Default setting - Management - Management edit

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Metric specifications


New register
Job cancel
▲
▼
Change #
Registr.
Default setting - Management - Management edit

0007 1st Sales Dept.

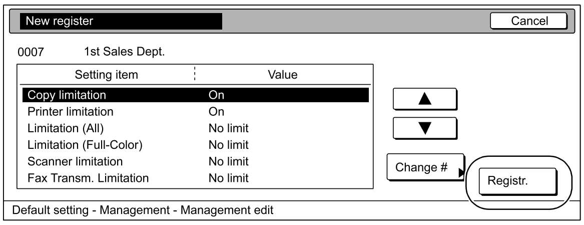
Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

NOTE

For information on how to set restrictions, refer to "**Setting the restrictions for use**" on page 7-7.

11 Once you are finished setting the restrictions for that department ID-code, press the "Registr." key.
The touch panel will return to the screen in step 3.

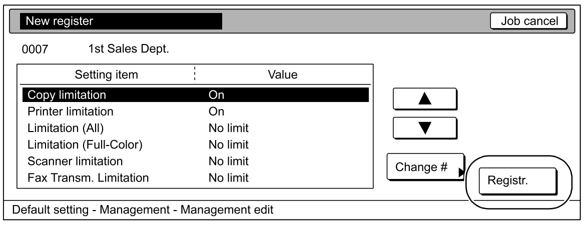
Inch specifications


New register
Cancel
▲
▼
Change #
Registr.
Default setting - Management - Management edit

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Metric specifications

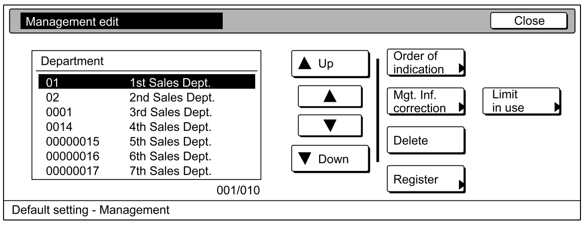

New register
Job cancel
▲
▼
Change #
Registr.
Default setting - Management - Management edit

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

12 Press the "Close" key.
The touch panel will return to the screen in step 2.

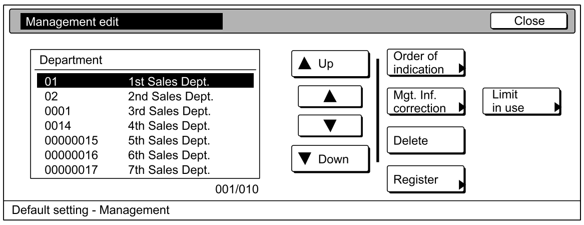
Inch specifications


Management edit
Close
▲ Up
▲
▼
▼ Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Metric specifications


Management edit
Close
▲ Up
▲
▼
▼ Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

NOTE

If you want to register an ID-code for a new department, press the "Register" key and repeat steps 4 through 12.

13 Press the "Close" key.

Setting the restrictions for use

Perform the following procedure when you want to set certain restrictions for using the copier under each department ID-code.
The setting items available for restriction will differ depending upon whether you have selected “All” or “Each” as the “**Copy/Printer output management**” setting. (See “**Copy/Printer output management**” on page 7-33.)
The following settings are available.

If “All” is selected as the “Copy/Printer output management” setting (“All” is the factory default setting)

	Copier		**Printer**		**Scanner**	**Fax**	**Reference page**
	B/W	**F/C**	**B/W**	**F/C**	**Scanning**	**Fax transmission**	
Copying privileges ON/OFF	●	●					7-8
Printing privileges ON/OFF			●	●			7-9
Restrictions (All)	△	△	△	△			7-10
Restrictions (Full color)		○		○			7-11
Scanning restrictions					○		7-12
Fax transmission restrictions						○	7-13

○: The available settings are “No limit”, “Counter limit” and “Is not permitted”
△: The available settings are “No limit” and “Counter limit”
●: The available settings are “Can use” and “Is not permitted”
B/W: Black and white copying or printing
F/C: Full color copying or printing

If “Each” is selected as the “Copy/Printer output management” setting

	Copier		**Printer**		**Scanner**	**Fax**	**Reference page**
	B/W	**F/C**	**B/W**	**F/C**	**Scanning**	**Fax transmission**	
Copying restrictions (All)	○	○					7-14
Copying restrictions (Full color)		○					7-15
Printing restrictions (All)			○	○			7-16
Printing restrictions (Full color)				○			7-18
Scanning restrictions					○		7-12
Fax transmission restrictions						○	7-13

○: The available settings are “No limit”, “Counter limit” and “Is not permitted”
B/W: Black and white copying or printing
F/C: Full color copying or printing

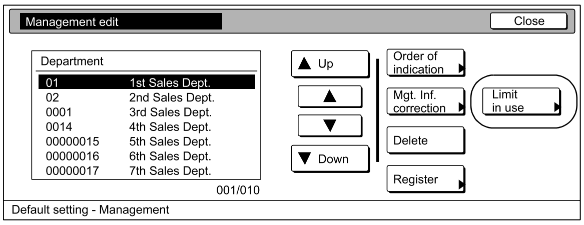
Copying privileges ON/OFF

Perform the following procedure when you want to turn copying privileges ON or OFF for the corresponding department ID-code.

NOTE
This setting will only be available when “On” is selected as the “**Copier function management ON/OFF**” setting.

1 Access the screen that contains the copy restriction setting items. (See “**Accessing the copy management menu screen**” on page 7-3 or “**Change restrictions for use**” on page 7-23.)

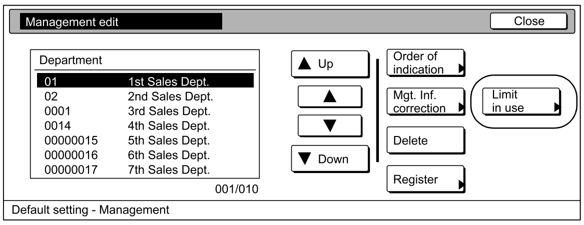
Inch specifications


Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Metric specifications

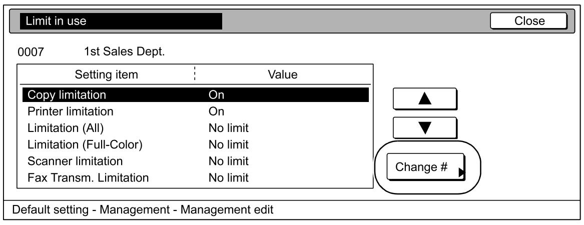

Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

2 Select “Copy limitation” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Copy limitation” screen will be displayed.

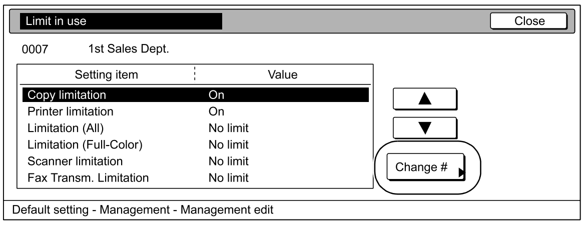
Inch specifications


Limit in use
Close
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Metric specifications

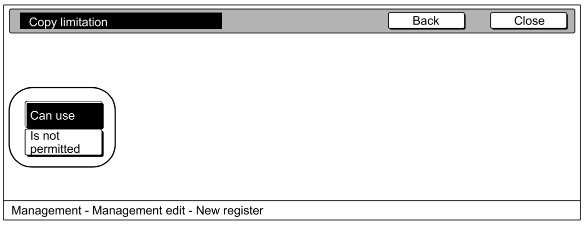

Limit in use
Close
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

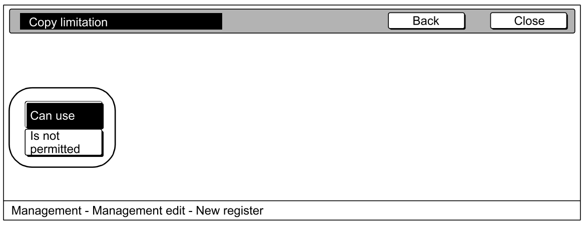
Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

3 To allow copying privileges for this ID-code, press the “Can use” key. To cancel copying privileges completely, press the “Is not permitted” key.

Inch specifications


Copy limitation
Back
Close
Can use
Is not permitted
Management - Management edit - New register

Metric specifications


Copy limitation
Back
Close
Can use
Is not permitted
Management - Management edit - New register

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

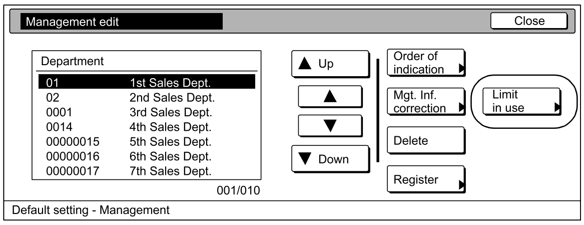
Printing privileges ON/OFF

Perform the following procedure when you want to turn printing privileges ON or OFF for the corresponding department ID-code.

NOTE
This setting will only be available when "On" is selected as the "**Printer function management ON/OFF**" setting.

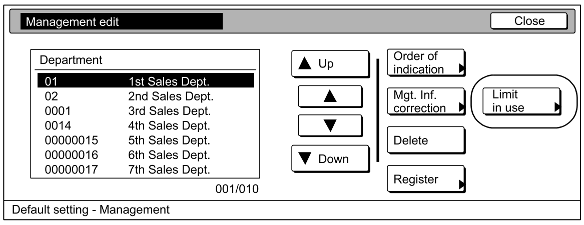
1 Access the screen that contains the copy restriction setting items.
(See "**Accessing the copy management menu screen**" on page 7-3 or "**Change restrictions for use**" on page 7-23.)

Inch specifications


Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Delete
Register
Limit in use
001/010
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

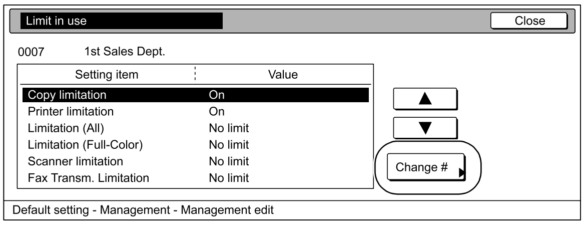
Metric specifications


Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Delete
Register
Limit in use
001/010
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

2 Select "Printer limitation" under the "Setting item" column on the left side of the touch panel and then press the "Change #" key.
The "Printer limitation" screen will be displayed.

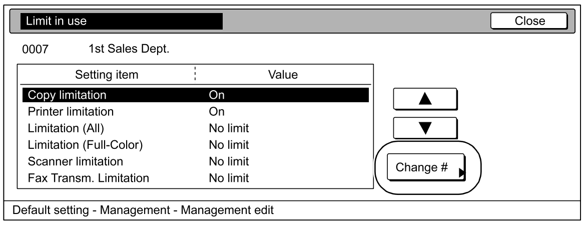
Inch specifications


Limit in use
Close
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Metric specifications

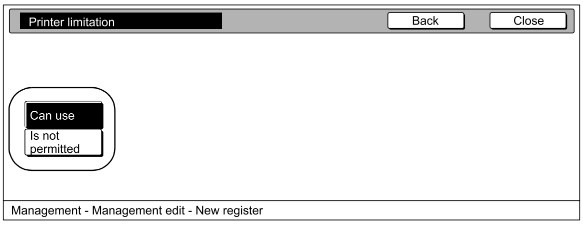

Limit in use
Close
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

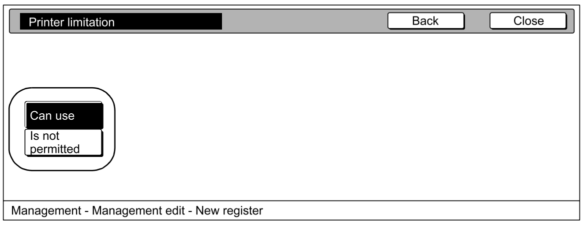
Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

3 To allow printing privileges for this ID-code, press the "Can use" key. To cancel printing privileges completely, press the "Is not permitted" key.

Inch specifications


Printer limitation
Back
Close
Can use
Is not permitted
Management - Management edit - New register

Metric specifications


Printer limitation
Back
Close
Can use
Is not permitted
Management - Management edit - New register

NOTE
If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

4 Press the "Close" key.
The touch panel will return to the screen in step 2.

Restrictions (All)

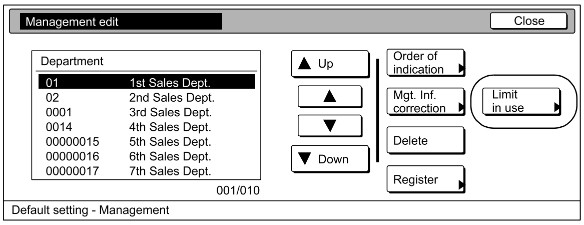
Perform the following procedure when you want to set the maximum number of copies and printouts that can be made under the corresponding department ID-code. This limit will apply to the number of copies AND printouts that can be made in total.

NOTES

- This setting limits the maximum number of copies and printouts that can be made in all copy modes (full color and black and white).
- This setting will not be available when "Is not permitted" is selected for both the "**Copying privileges ON/OFF**" and the "**Printing privileges ON/OFF**" settings.

1 Access the screen that contains the copy restriction setting items.
(See "**Accessing the copy management menu screen**" on page 7-3 or "**Change restrictions for use**" on page 7-23.)

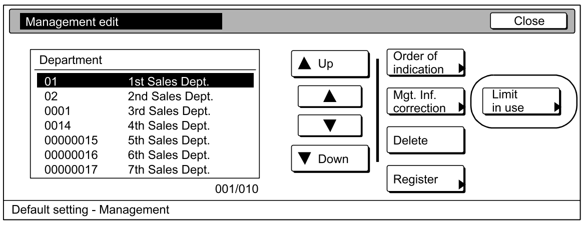
Inch specifications


Management edit
Close
▲ Up
▲
▼
▼ Down
Order of indication
Mgt. Inf. correction
Delete
Register
Limit in use
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Metric specifications

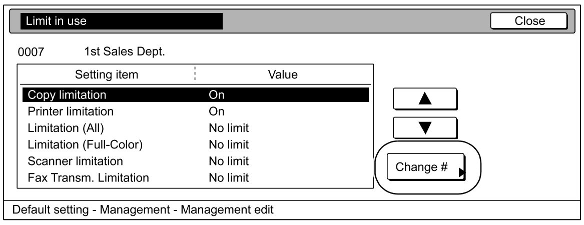

Management edit
Close
▲ Up
▲
▼
▼ Down
Order of indication
Mgt. Inf. correction
Delete
Register
Limit in use
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

2 Select "Limitation (All)" under the "Setting item" column on the left side of the touch panel and then press the "Change #" key.
The "Limitation (All)" screen will be displayed.

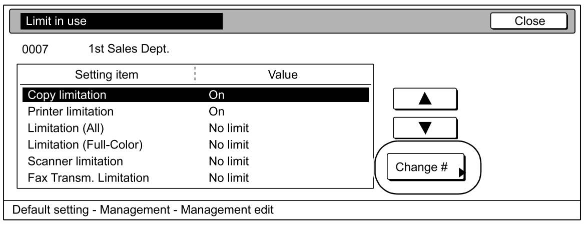
Inch specifications


Limit in use
Close
▲
▼
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Metric specifications

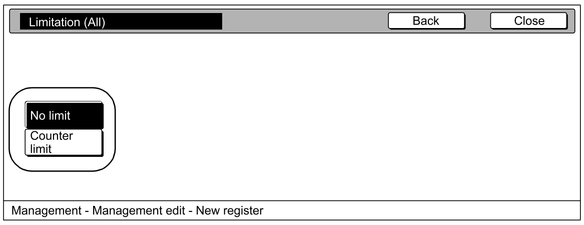

Limit in use
Close
▲
▼
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

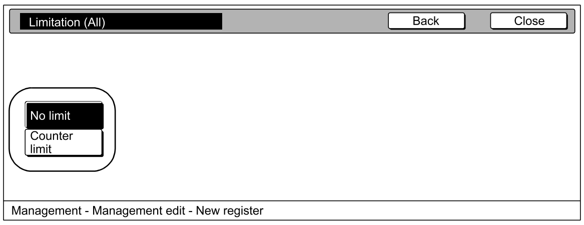
Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

3 To set the maximum limit for copying and printing under this ID-code, press the "Counter limit" key and proceed to the next step.
To allow unlimited copying and printing, press the "No limit" key and then proceed to step 5.

Inch specifications


Limitation (All)
Back
Close
No limit
Counter limit
Management - Management edit - New register

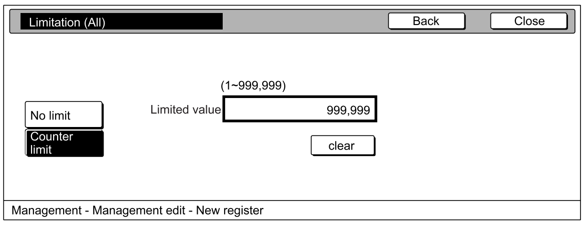
Metric specifications


Limitation (All)
Back
Close
No limit
Counter limit
Management - Management edit - New register

NOTE
If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

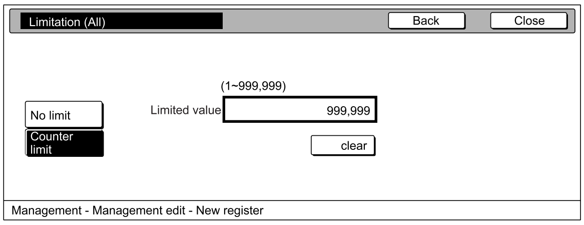
4 Use the numeric keys on the keypad to enter the maximum number of copies and printouts that can be made in total under this ID-code. The limit can be set to any 1-page increment up to 999,999.

Inch specifications


Limitation (All)
Back
Close
No limit
Counter limit
clear
Management - Management edit - New register

(1~999,999)
Limited value 999,999

Metric specifications


Limitation (All)
Back
Close
No limit
Counter limit
clear
Management - Management edit - New register

(1~999,999)
Limited value 999,999

5 Press the “Close” key.
The touch panel will return to the screen in step 2.

Restrictions (Full color)

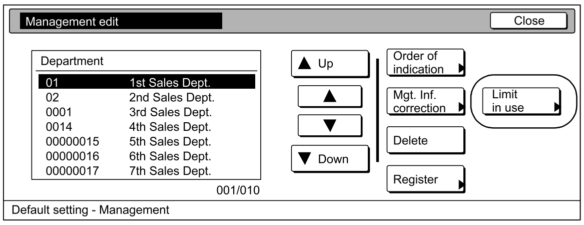
Perform the following procedure when you want to set the maximum number of full color copies and printouts that can be made under the corresponding department ID-code.

NOTES

- This setting will not be available when “Is not permitted” is selected for both the “**Copying privileges ON/OFF**” and the “**Printing privileges ON/OFF**” settings.
- Even if a department ID-code does not exceed the limit that is designated under this setting, further use of the machine will be canceled or an error message will appear if the limit that is designated under the “**Restrictions (All)**” setting is exceeded.

1 Access the screen that contains the copy restriction setting items.
(See “**Accessing the copy management menu screen**” on page 7-3 or “**Change restrictions for use**” on page 7-23.)

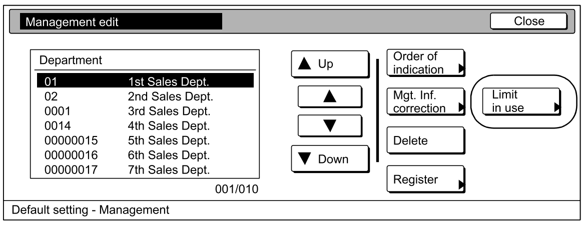
Inch specifications


Management edit
Close
▲ Up
▲
▼
▼ Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Metric specifications

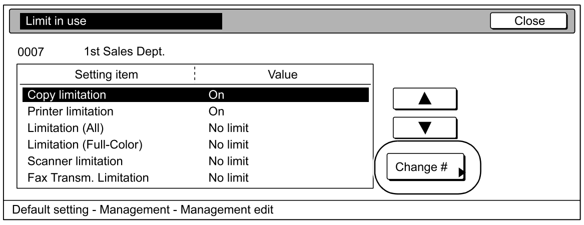

Management edit
Close
▲ Up
▲
▼
▼ Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

2 Select “Limitation (Full-Color)” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Limitation (Full-Color)” screen will be displayed.

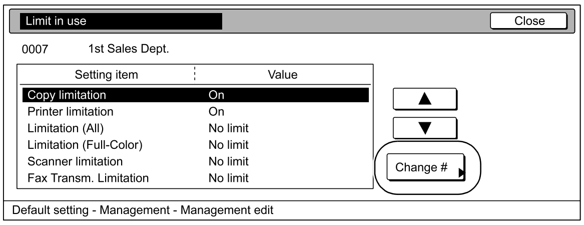
Inch specifications


Limit in use
Close
▲
▼
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Metric specifications

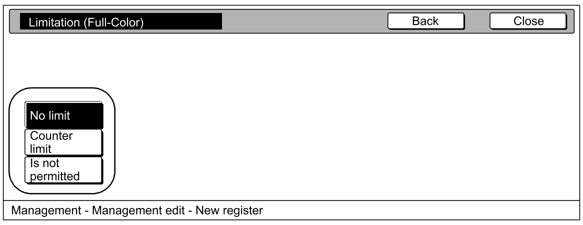

Limit in use
Close
▲
▼
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

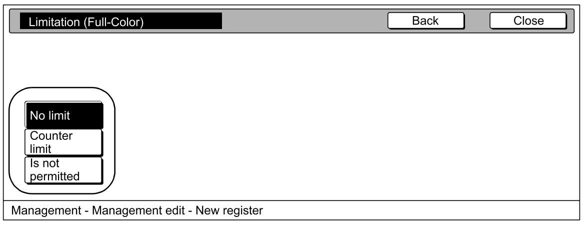
Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

3 To set the maximum number of full color copies and printouts that can be made in total under this ID-code, press the “Counter limit” key and proceed to the next step. To allow unlimited full color copying and printing, press the “No limit” key, and to cancel full color copying and printing privileges completely, press the “Is not permitted” key. Then proceed to step 5.

Inch specifications


Limitation (Full-Color)
Back
Close
No limit
Counter limit
Is not permitted
Management - Management edit - New register

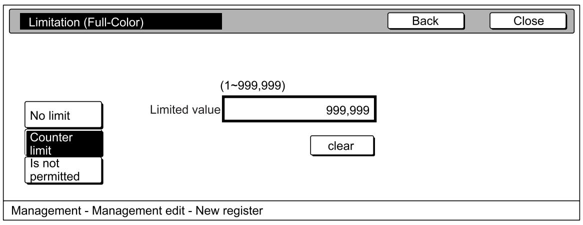
Metric specifications


Limitation (Full-Color)
Back
Close
No limit
Counter limit
Is not permitted
Management - Management edit - New register

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

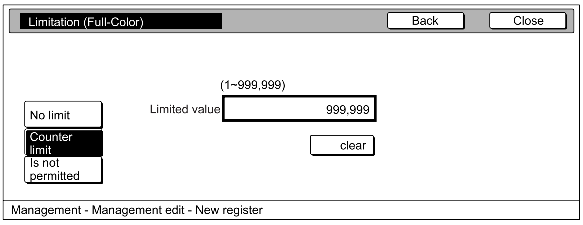
4 Use the numeric keys on the keypad to enter the maximum number of full color copies and printouts that can be made in total under this ID-code. The limit can be set to any 1-page increment up to 999,999.

Inch specifications


Limitation (Full-Color)
Back
Close
No limit
Counter limit
Is not permitted
clear
Management - Management edit - New register

(1~999,999)
Limited value 999,999

Metric specifications


Limitation (Full-Color)
Back
Close
No limit
Counter limit
Is not permitted
clear
Management - Management edit - New register

(1~999,999)
Limited value 999,999

5 Press the “Close” key.
The touch panel will return to the screen in step 2.

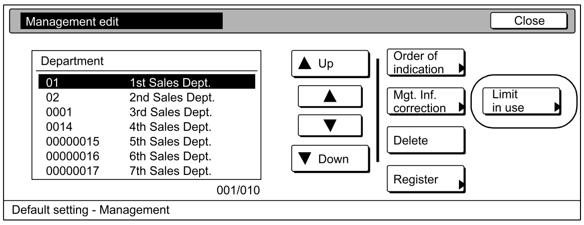
Scanning restrictions

Perform the following procedure when you want to set the maximum number of originals that can be scanned under the corresponding department ID-code.

NOTE
This setting will only be available when “On” is selected as the “**Scanner function management ON/OFF**” setting.

1 Access the screen that contains the copy restriction setting items.
(See “**Accessing the copy management menu screen**” on page 7-3 or “**Change restrictions for use**” on page 7-23.)

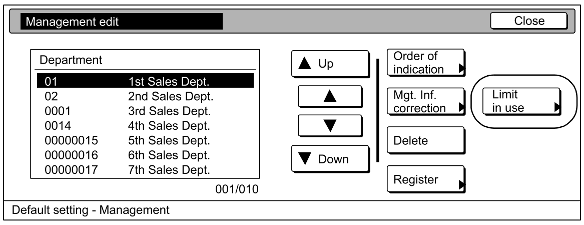
Inch specifications


Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Delete
Register
Limit in use
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Metric specifications

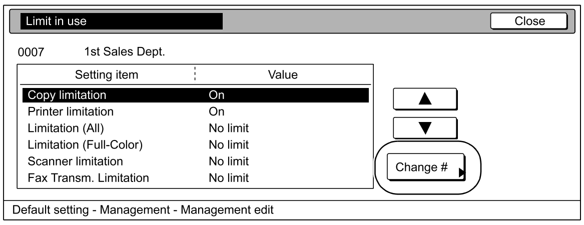

Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Delete
Register
Limit in use
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

2 Select “Scanner limitation” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Scanner limitation” screen will be displayed.

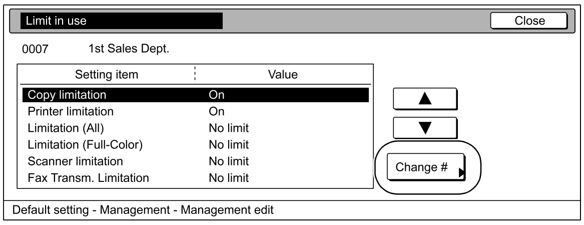
Inch specifications


Limit in use
Close
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Metric specifications

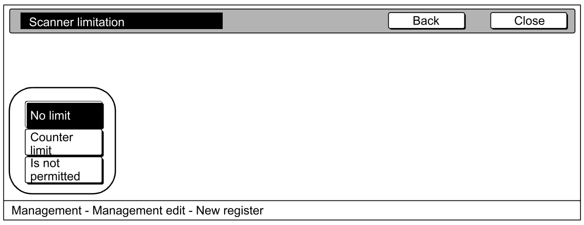

Limit in use
Close
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

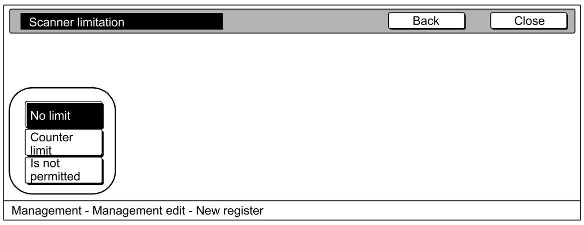
Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

3 To set the maximum number of originals that can be scanned under this ID-code, press the “Counter limit” key and proceed to the next step.
To allow unlimited scanning, press the “No limit” key, and to cancel scanning privileges completely, press the “Is not permitted” key and proceed to step 5.

Inch specifications


Scanner limitation
Back
Close
No limit
Counter limit
Is not permitted
Management - Management edit - New register

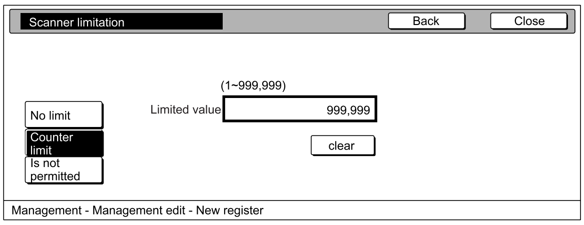
Metric specifications


Scanner limitation
Back
Close
No limit
Counter limit
Is not permitted
Management - Management edit - New register

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

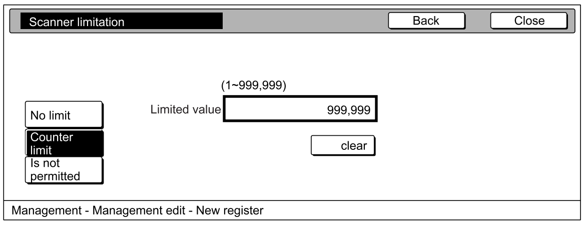
4 Use the numeric keys on the keypad to enter the maximum number of originals that can be scanned under this ID-code. The scanning limit can be set to any 1-page increment up to 999,999.

Inch specifications


Scanner limitation
Back
Close
No limit
Counter limit
Is not permitted
clear
Management - Management edit - New register

(1~999,999)
Limited value 999,999

Metric specifications


Scanner limitation
Back
Close
No limit
Counter limit
Is not permitted
clear
Management - Management edit - New register

(1~999,999)
Limited value 999,999

5 Press the “Close” key.
The touch panel will return to the screen in step 2.

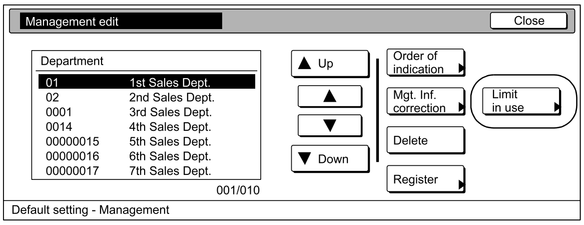
Fax transmission restrictions

Perform the following procedure when you want to set the maximum number of documents that can be transmitted under the corresponding department ID-code when the optional Fax Kit is installed in your copier.

NOTE
This setting will only be available when “On” is selected as the “**Fax function management ON/OFF**” setting.

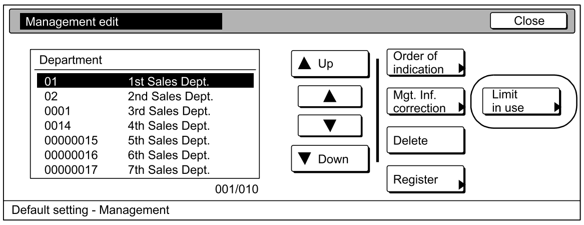
1 Access the screen that contains the copy restriction setting items.
(See “**Accessing the copy management menu screen**” on page 7-3 or “**Change restrictions for use**” on page 7-23.)

Inch specifications


Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
001/010
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

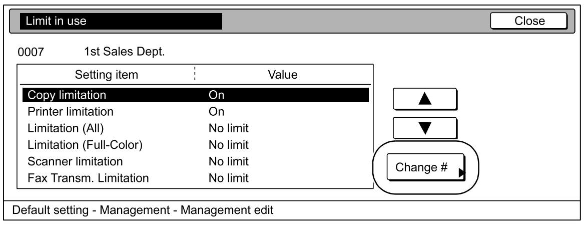
Metric specifications


Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
001/010
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

2 Select “Fax Transm. Limitation” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Fax Transm. Limitation” screen will be displayed.

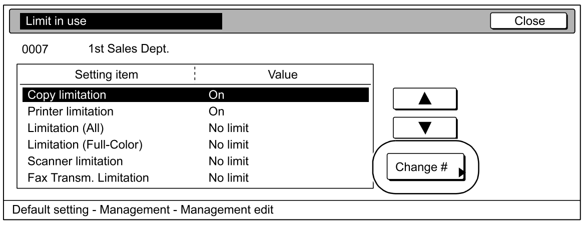
Inch specifications


Limit in use
Close
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Metric specifications

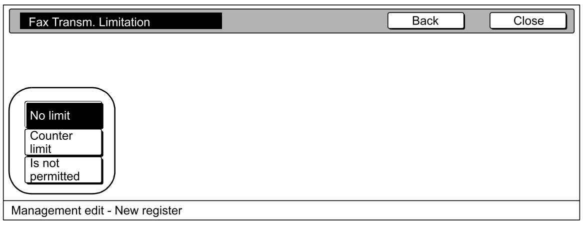

Limit in use
Close
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

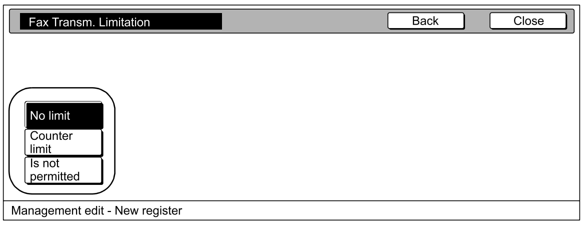
Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

3 To set the maximum number of documents that can be transmitted under this ID-code, press the “Counter limit” key and proceed to the next step.
To allow unlimited fax transmission, press the “No limit” key, and to cancel fax transmission privileges completely, press the “Is not permitted” key and proceed to step 5.

Inch specifications


Fax Transm. Limitation
Back
Close
No limit
Counter limit
Is not permitted
Management edit - New register

Metric specifications

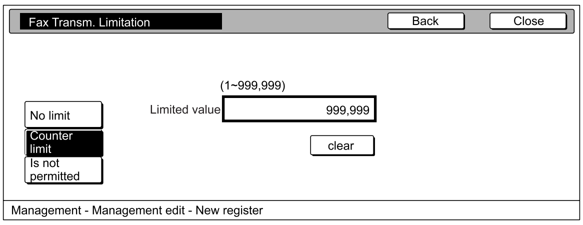

Fax Transm. Limitation
Back
Close
No limit
Counter limit
Is not permitted
Management edit - New register

NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

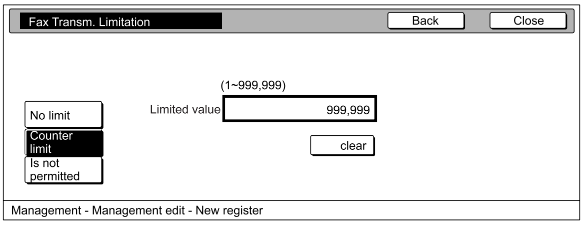
4 Use the numeric keys on the keypad to enter the maximum number of documents that can be transmitted under this ID-code. The document limit can be set to any 1-page increment up to 999,999.

Inch specifications


Fax Transm. Limitation
Back
Close
No limit
Counter limit
Is not permitted
clear
Management - Management edit - New register

(1~999,999)
Limited value 999,999

Metric specifications


Fax Transm. Limitation
Back
Close
No limit
Counter limit
Is not permitted
clear
Management - Management edit - New register

(1~999,999)
Limited value 999,999

5 Press the “Close” key.
The touch panel will return to the screen in step 2.

Copying restrictions (All)

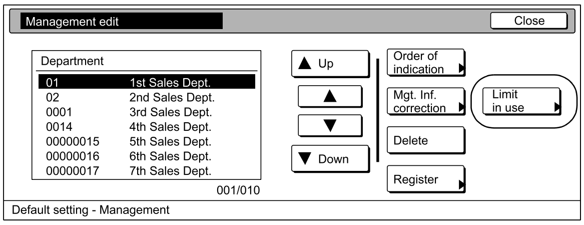
Perform the following procedure when you want to set the maximum number of copies that can be made under the corresponding department ID-code.

NOTES

- This setting limits the maximum number of copies that can be made in all copy modes (full color and black and white).
- This setting will only be available when “On” is selected as the “**Copier function management ON/OFF**” setting.

1 Access the screen that contains the copy restriction setting items.
(See “**Accessing the copy management menu screen**” on page 7-3 or “**Change restrictions for use**” on page 7-23.)

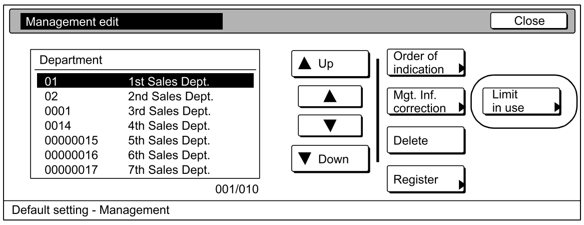
Inch specifications


Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Metric specifications

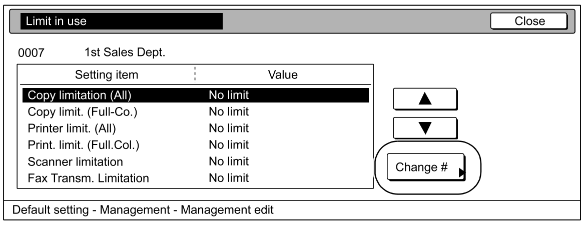

Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

2 Select “Copy limitation (All)” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Copy limitation (All)” screen will be displayed.

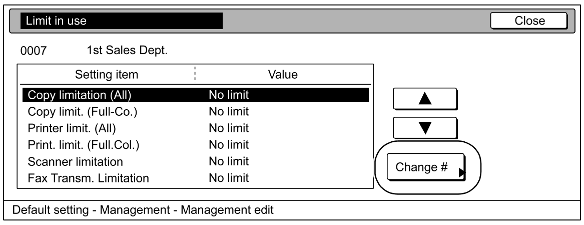
Inch specifications


Limit in use
Close
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

Setting item	Value
Copy limitation (All)	No limit
Copy limit. (Full-Co.)	No limit
Printer limit. (All)	No limit
Print. limit. (Full.Col.)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Metric specifications

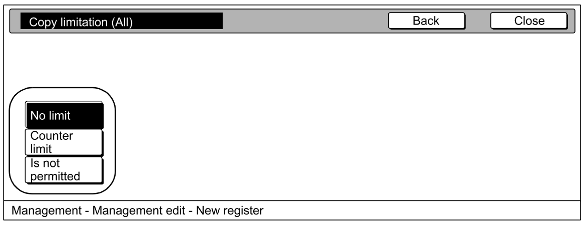

Limit in use
Close
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

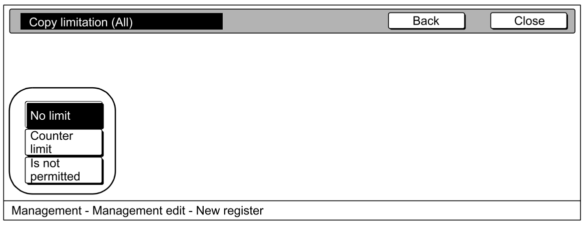
Setting item	Value
Copy limitation (All)	No limit
Copy limit. (Full-Co.)	No limit
Printer limit. (All)	No limit
Print. limit. (Full.Col.)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

3 To set the maximum number of copies that can be made under this ID-code, press the "Counter limit" key and proceed to the next step.
To allow unlimited copies, press the "No limit" key, and to cancel copying privileges completely, press the "Is not permitted" key and proceed to step 5.

Inch specifications


Copy limitation (All)
Back
Close
No limit
Counter limit
Is not permitted
Management - Management edit - New register

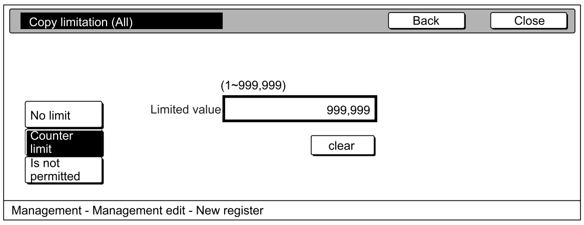
Metric specifications


Copy limitation (All)
Back
Close
No limit
Counter limit
Is not permitted
Management - Management edit - New register

NOTE
If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

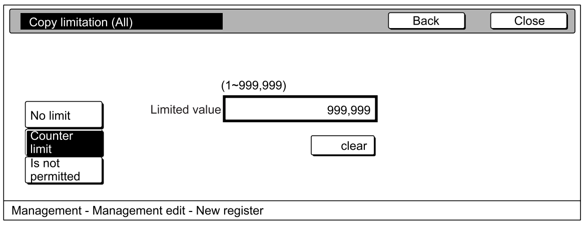
4 Use the numeric keys on the keypad to enter the maximum number of copies that can be made under this ID-code. The copy limit can be set to any 1-page increment up to 999,999.

Inch specifications


Copy limitation (All)
Back
Close
No limit
Counter limit
Is not permitted
clear
Management - Management edit - New register

(1~999,999)
Limited value 999,999

Metric specifications


Copy limitation (All)
Back
Close
No limit
Counter limit
Is not permitted
clear
Management - Management edit - New register

(1~999,999)
Limited value 999,999

5 Press the "Close" key.
The touch panel will return to the screen in step 2.

Copying restrictions (Full color)

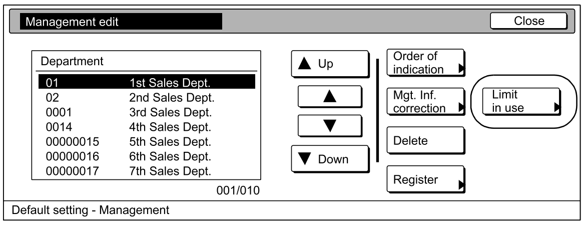
Perform the following procedure when you want to set the maximum number of full color copies that can be made under the corresponding department ID-code.

NOTES

- This setting will not be available when "Is not permitted" is selected as the "**Copying restrictions (All)**" setting.
- Even if a department ID-code does not exceed the limit that is designated under this setting, further use of the machine will be canceled or an error message will appear if the limit that is designated under the "**Copying restrictions (All)**" setting is exceeded.

1 Access the screen that contains the copy restriction setting items.
(See "**Accessing the copy management menu screen**" on page 7-3 or "**Change restrictions for use**" on page 7-23.)

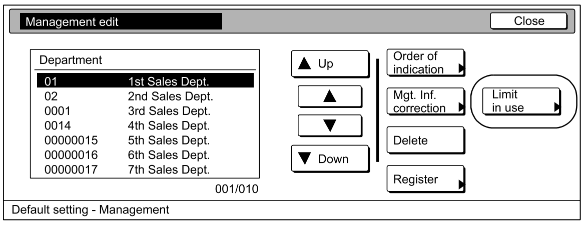
Inch specifications


Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Metric specifications

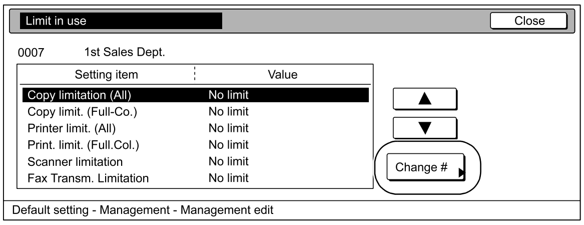

Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

2 Select "Copy limit. (Full-Co.)" under the "Setting item" column on the left side of the touch panel and then press the "Change #" key.
The "Copy limit. (Full-Co.)" screen will be displayed.

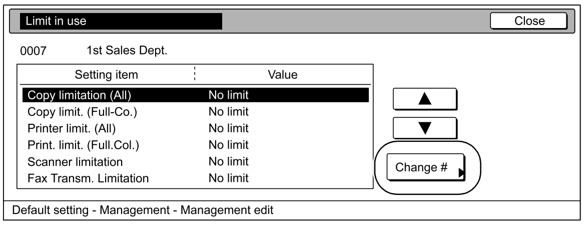
Inch specifications


Limit in use
Close
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

Setting item	Value
Copy limitation (All)	No limit
Copy limit. (Full-Co.)	No limit
Printer limit. (All)	No limit
Print. limit. (Full.Col.)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Metric specifications

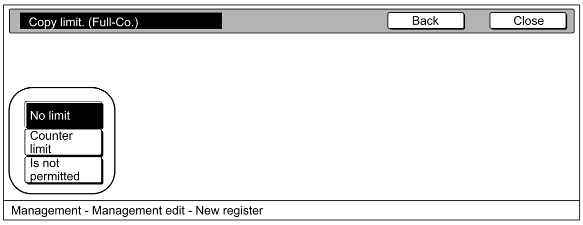

Limit in use
Close
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

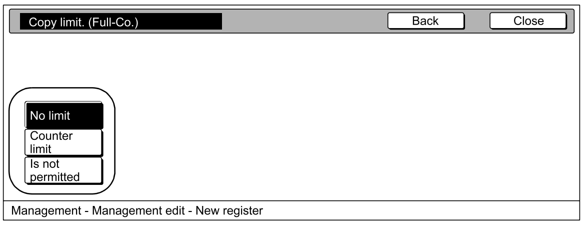
Setting item	Value
Copy limitation (All)	No limit
Copy limit. (Full-Co.)	No limit
Printer limit. (All)	No limit
Print. limit. (Full.Col.)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

3 To set the maximum number of full color copies that can be made under this ID-code, press the “Counter limit” key and proceed to the next step.
To allow unlimited full color copies, press the “No limit” key, and to cancel full color copying privileges completely, press the “Is not permitted” key. Then proceed to step 5.

Inch specifications


Copy limit. (Full-Co.)
Back
Close
No limit
Counter limit
Is not permitted
Management - Management edit - New register

Metric specifications

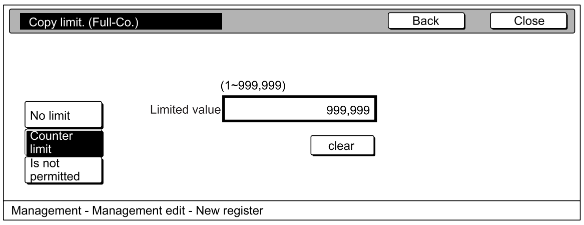

Copy limit. (Full-Co.)
Back
Close
No limit
Counter limit
Is not permitted
Management - Management edit - New register

NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

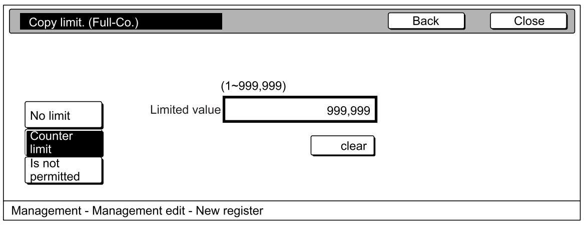
4 Use the numeric keys on the keypad to enter the maximum number of full color copies that can be made under this ID-code. The copy limit can be set to any 1-page increment up to 999,999.

Inch specifications


Copy limit. (Full-Co.)
Back
Close
No limit
Counter limit
Is not permitted
(1~999,999)
clear
Management - Management edit - New register

Limited value 999,999

Metric specifications


Copy limit. (Full-Co.)
Back
Close
No limit
Counter limit
Is not permitted
(1~999,999)
clear
Management - Management edit - New register

Limited value 999,999

5 Press the “Close” key.
The touch panel will return to the screen in step 2.

Printing restrictions (All)

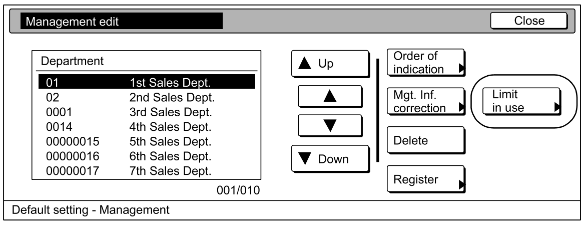
Perform the following procedure when you want to set the maximum number of printouts that can be made under the corresponding department ID-code.

NOTES

- This setting limits the maximum number of full-color and black and white printouts that can be made in total.
- This setting will only be available when “On” is selected as the “**Printer function management ON/OFF**” setting.

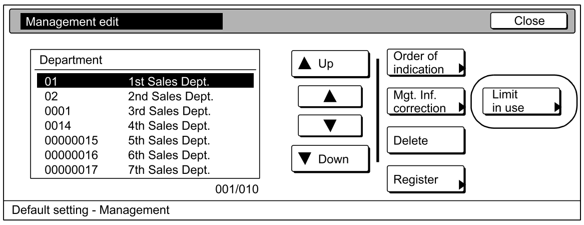
1 Access the screen that contains the copy restriction setting items.
(See “**Accessing the copy management menu screen**” on page 7-3 or “**Change restrictions for use**” on page 7-23.)

Inch specifications


Management edit
Close
▲ Up
▲
▼
▼ Down
Order of indication
Mgt. Inf. correction
Delete
Register
Limit in use
001/010
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

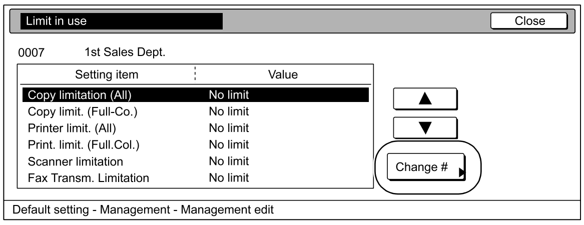
Metric specifications


Management edit
Close
▲ Up
▲
▼
▼ Down
Order of indication
Mgt. Inf. correction
Delete
Register
Limit in use
001/010
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

2 Select “Printer limit. (All)” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Printer limit. (All)” screen will be displayed.

Inch specifications


Close
▲
▼
Change #

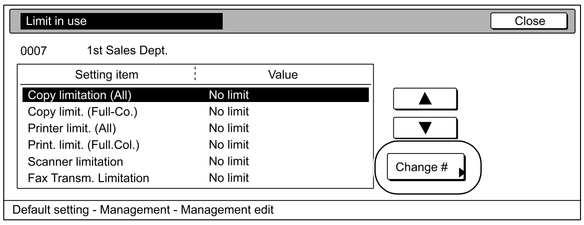
Limit in use

0007 1st Sales Dept.

Setting item	Value
Copy limitation (All)	No limit
Copy limit. (Full-Co.)	No limit
Printer limit. (All)	No limit
Print. limit. (Full.Col.)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Default setting - Management - Management edit

Metric specifications


Close
▲
▼
Change #

Limit in use

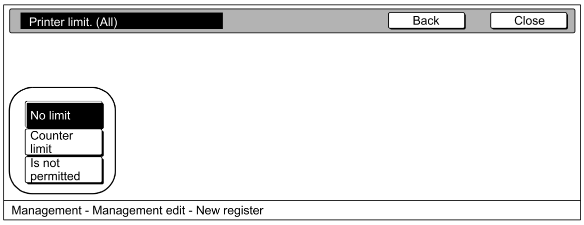
0007 1st Sales Dept.

Setting item	Value
Copy limitation (All)	No limit
Copy limit. (Full-Co.)	No limit
Printer limit. (All)	No limit
Print. limit. (Full.Col.)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Default setting - Management - Management edit

3 To set the maximum number of printouts that can be made under this ID-code, press the “Counter limit” key and proceed to the next step.
To allow unlimited printing, press the “No limit” key, and to cancel printing privileges completely, press the “Is not permitted” key and proceed to step 5.

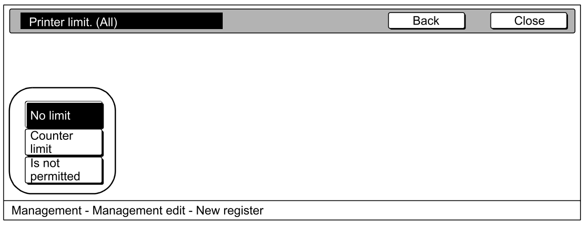
Inch specifications


Back
Close
No limit
Counter limit
Is not permitted

Printer limit. (All)

Management - Management edit - New register

Metric specifications


Back
Close
No limit
Counter limit
Is not permitted

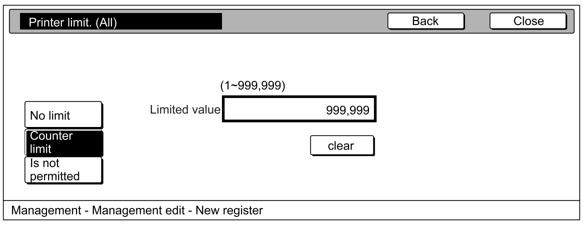
Printer limit. (All)

Management - Management edit - New register

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Use the numeric keys on the keypad to enter the maximum number of printouts that can be made under this ID-code. The printing limit can be set to any 1-page increment up to 999,999.

Inch specifications

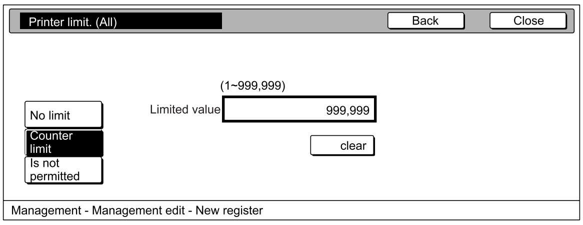

Back
Close
No limit
Counter limit
Is not permitted
clear

Printer limit. (All)

(1~999,999)
Limited value 999,999

Management - Management edit - New register

Metric specifications


Back
Close
No limit
Counter limit
Is not permitted
clear

Printer limit. (All)

(1~999,999)
Limited value 999,999

Management - Management edit - New register

5 Press the “Close” key.
The touch panel will return to the screen in step 2.

Printing restrictions (Full color)

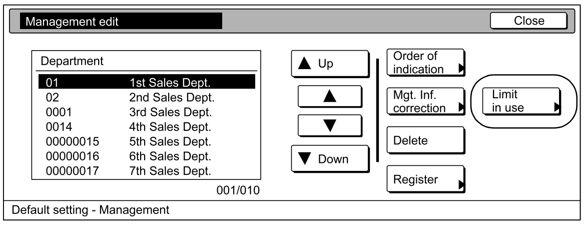
Perform the following procedure when you want to set the maximum number of full color printouts that can be made under the corresponding department ID-code.

NOTES

- This setting will not be available when “Is not permitted” is selected as the “**Printing restrictions (All)**” setting.
- Even if a department ID-code does not exceed the limit that is designated under this setting, further use of the machine will be canceled or an error message will appear if the limit that is designated under the “**Printing restrictions (All)**” setting is exceeded.

1 Access the screen that contains the copy restriction setting items.
(See “**Accessing the copy management menu screen**” on page 7-3 or “**Change restrictions for use**” on page 7-23.)

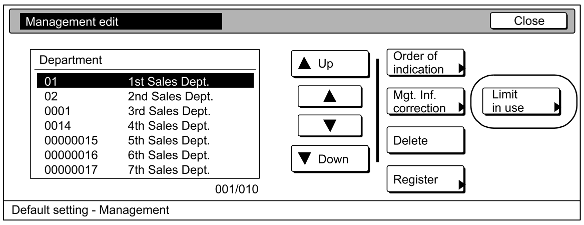
Inch specifications


Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Metric specifications

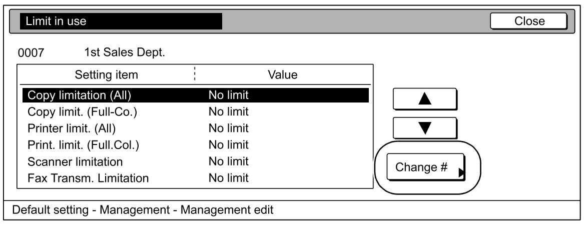

Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

2 Select “Print. limit. (Full.Col.)” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Print. limit. (Full.Col.)” screen will be displayed.

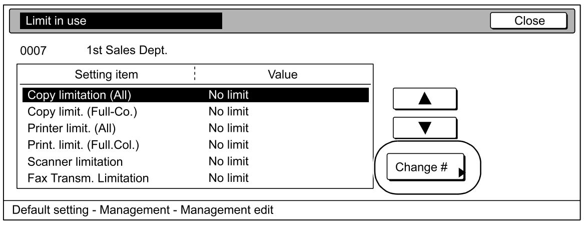
Inch specifications


Limit in use
Close
▲
▼
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

Setting item	Value
Copy limitation (All)	No limit
Copy limit. (Full-Co.)	No limit
Printer limit. (All)	No limit
Print. limit. (Full.Col.)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Metric specifications

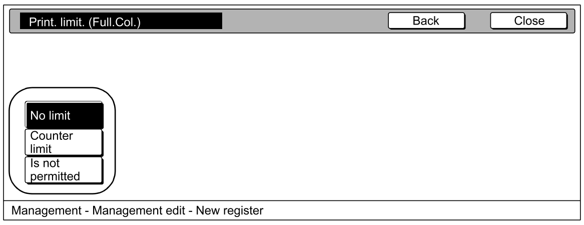

Limit in use
Close
▲
▼
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

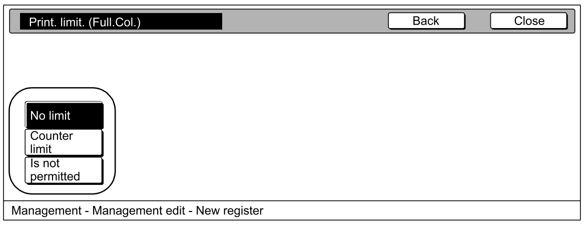
Setting item	Value
Copy limitation (All)	No limit
Copy limit. (Full-Co.)	No limit
Printer limit. (All)	No limit
Print. limit. (Full.Col.)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

3 To set the maximum number of full color printouts that can be made under this ID-code, press the “Counter limit” key and proceed to the next step.
To allow unlimited full color printing, press the “No limit” key, and to cancel full color printing privileges completely, press the “Is not permitted” key and proceed to step 5.

Inch specifications


Print. limit. (Full.Col.)
Back
Close
No limit
Counter limit
Is not permitted
Management - Management edit - New register

Metric specifications

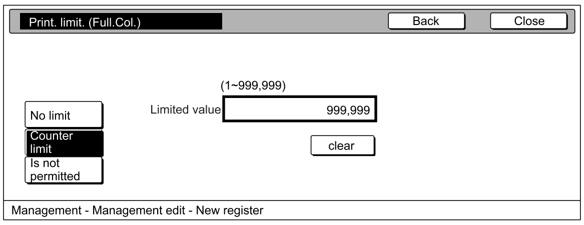

Print. limit. (Full.Col.)
Back
Close
No limit
Counter limit
Is not permitted
Management - Management edit - New register

NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

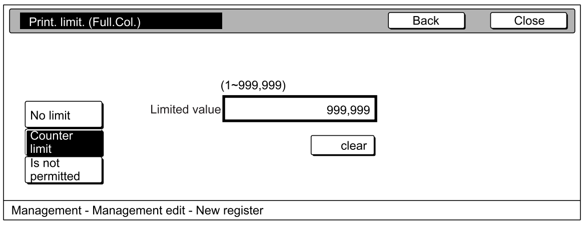
4 Use the numeric keys on the keypad to enter the maximum number of full color printouts that can be made under this ID-code. The printing limit can be set to any 1-page increment up to 999,999.

Inch specifications


Print. limit. (Full.Col.)
Back
Close
No limit
Counter limit
Is not permitted
clear
Management - Management edit - New register

(1~999,999)
Limited value 999,999

Metric specifications


Print. limit. (Full.Col.)
Back
Close
No limit
Counter limit
Is not permitted
clear
Management - Management edit - New register

(1~999,999)
Limited value 999,999

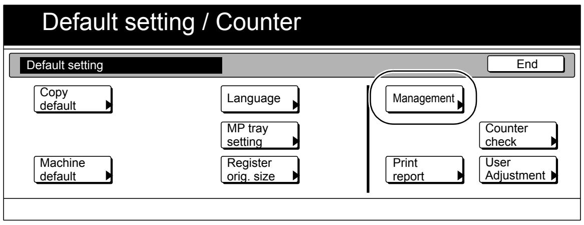
5 Press the “Close” key.
The touch panel will return to the screen in step 2.

Delete department ID-codes

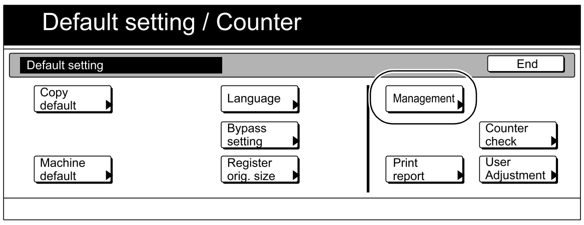
Perform the following procedure when you want to delete registered department ID-codes.

1 Access the copy management menu screen.
(See “**Accessing the copy management menu screen**” on page 7-3.)

Inch specifications

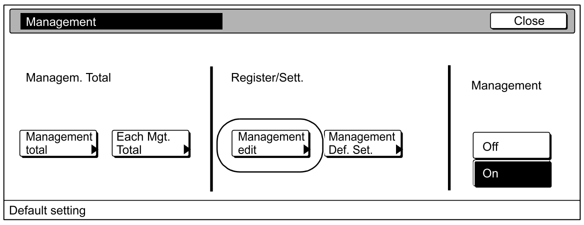

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

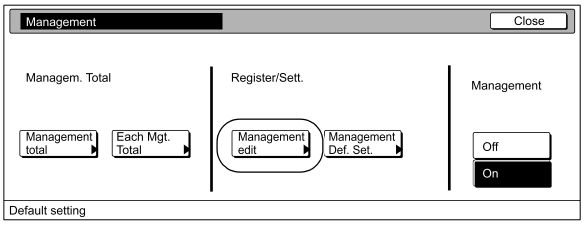

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

2 Press the “Management edit” key.
The “Management edit” screen will be displayed.

Inch specifications

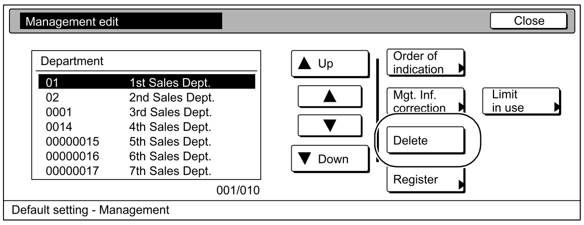

Management
Close
Managem. Total
Register/Sett.
Management
Management total
Each Mgt. Total
Management edit
Management Def. Set.
Off
On
Default setting

Metric specifications


Management
Close
Managem. Total
Register/Sett.
Management
Management total
Each Mgt. Total
Management edit
Management Def. Set.
Off
On
Default setting

3 Select the department ID-code that you want to delete, and then press the “Delete” key.

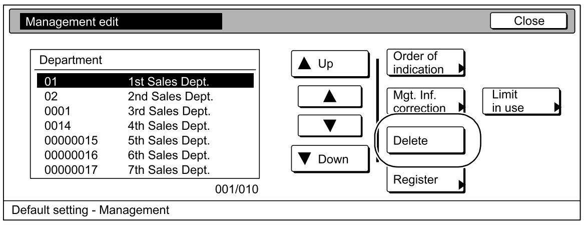
Inch specifications


Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Metric specifications


Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
Default setting - Management

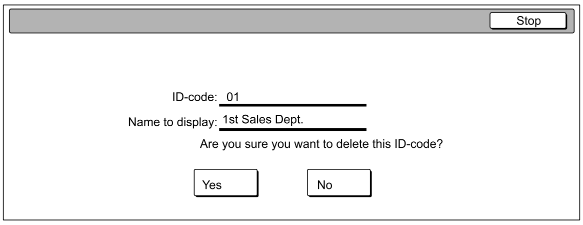
Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

NOTE
It is possible for you to change the order of how the list of ID-codes is displayed.
To so, press the “Order of indication” key and then press the “Sort by code” key or the “Sort by Name” key, as appropriate.

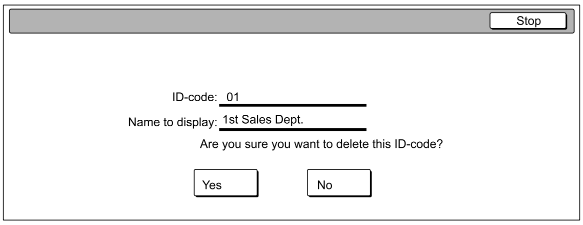
4 Verify that this is the ID-code that you want to delete, and press the “Yes” key.
The touch panel will return to the screen in step 3.

Inch specifications



ID-code: 01
Name to display: 1st Sales Dept.
Are you sure you want to delete this ID-code?

Metric specifications



ID-code: 01
Name to display: 1st Sales Dept.
Are you sure you want to delete this ID-code?

NOTE
If you want to delete another ID-code, repeat steps 3 and 4.

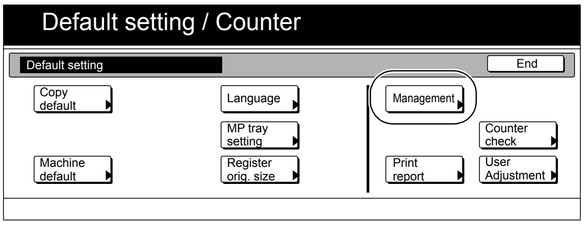
5 Press the “Close” key.
The touch panel will return to the screen in step 2.

Change registered information

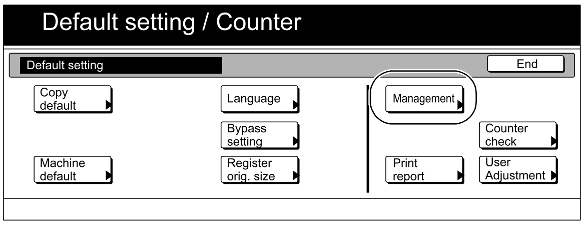
Perform the following procedure when you want to change a previously registered department name or the corresponding ID-code.

1 Access the copy management menu screen.
(See “**Accessing the copy management menu screen**” on page 7-3.)

Inch specifications

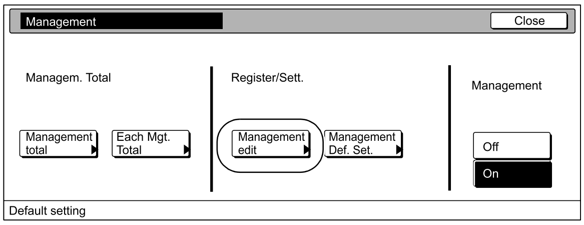

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

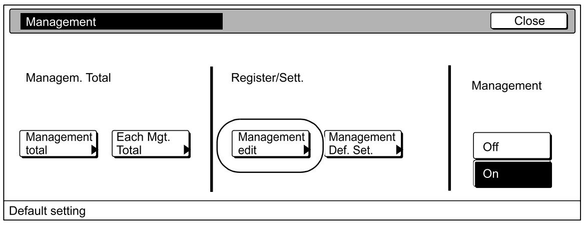

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

2 Press the “Management edit” key.
The “Management edit” screen will be displayed.

Inch specifications

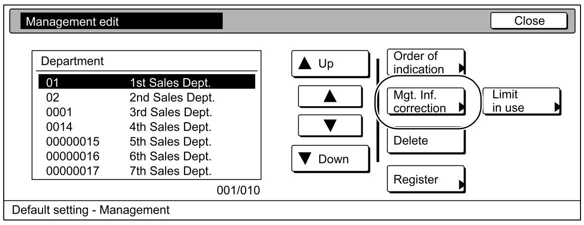

Management
Close
Managem. Total
Register/Sett.
Management
Management total
Each Mgt. Total
Management edit
Management Def. Set.
Off
On
Default setting

Metric specifications


Management
Close
Managem. Total
Register/Sett.
Management
Management total
Each Mgt. Total
Management edit
Management Def. Set.
Off
On
Default setting

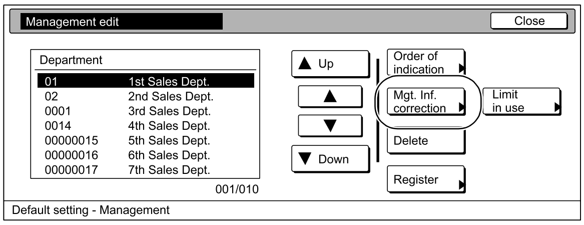
3 Select the department ID-code for which you want to change the registered information, and then press the “Mgt. Inf. Correction” key.
The “Department inform. edit” [“Department info. Editing”] screen will be displayed.

Inch specifications


Management edit
Close
Department
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
001/010
Default setting - Management

01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

Metric specifications


Management edit
Close
Department
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
001/010
Default setting - Management

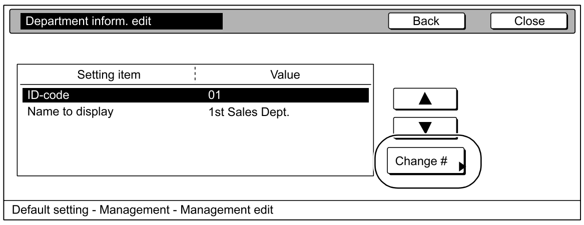
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

To change the registered ID-code, proceed to the next step. To change the registered department name, proceed to step 7.

NOTE
It is possible for you to change the order of how the list of ID-codes is displayed. To so, press the “Order of indication” key and then press the “Sort by code” key or the “Sort by Name” key, as appropriate.

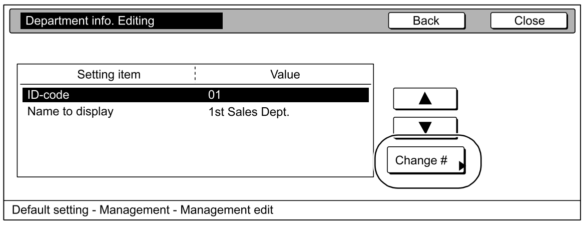
4 Select “ID-code” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key. The “ID-code” screen will be displayed.

Inch specifications


Department inform. edit
Back
Close
Change #
Default setting - Management - Management edit

Setting item	Value
ID-code	01
Name to display	1st Sales Dept.

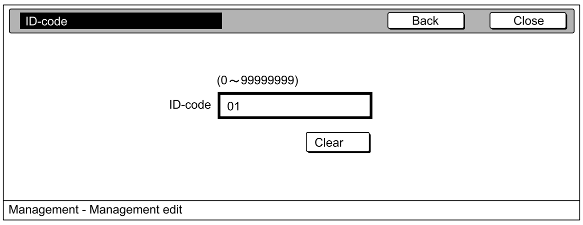
Metric specifications


Department info. Editing
Back
Close
Change #
Default setting - Management - Management edit

Setting item	Value
ID-code	01
Name to display	1st Sales Dept.

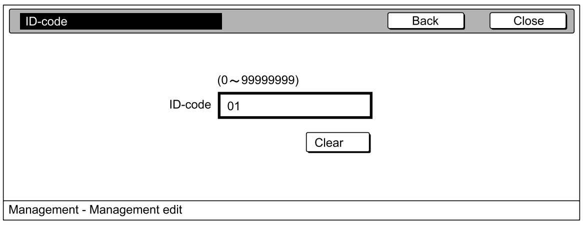
5 Press the “Clear” key to delete the old ID-code. Use the numeric keys on the keypad to enter the new ID-code (up to 8 digits).

Inch specifications


ID-code
Back
Close
Clear
Management - Management edit

(0～99999999)
ID-code 01

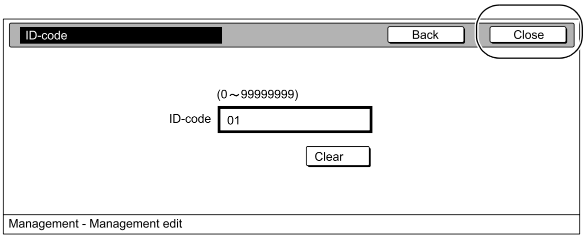
Metric specifications


ID-code
Back
Close
Clear
Management - Management edit

(0～99999999)
ID-code 01

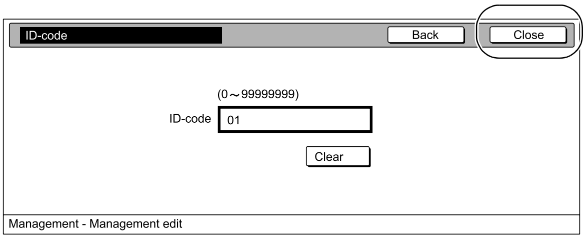
6 Press the “Close” key.
The touch panel will return to the screen in step 4. Proceed to step 10.

Inch specifications


ID-code
Back
Close
Clear
Management - Management edit

(0～99999999)
ID-code 01

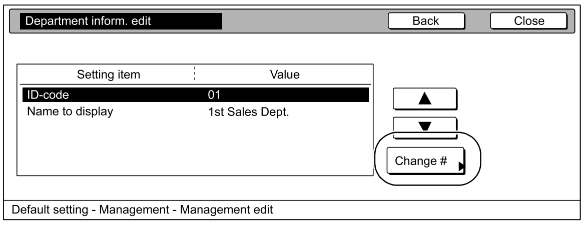
Metric specifications


ID-code
Back
Close
Clear
Management - Management edit

(0～99999999)
ID-code 01

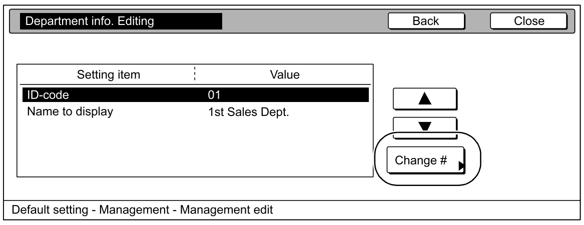
7 Select “Name to display” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Name to display” screen will be displayed.

Inch specifications


Department inform. edit
Back
Close
Setting item
Value
▲
▼
Change #
Default setting - Management - Management edit

Setting item	Value
ID-code	01
Name to display	1st Sales Dept.

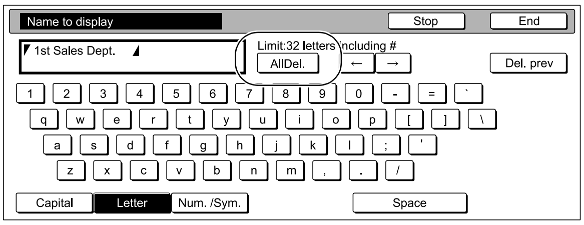
Metric specifications


Department info. Editing
Back
Close
Setting item
Value
▲
▼
Change #
Default setting - Management - Management edit

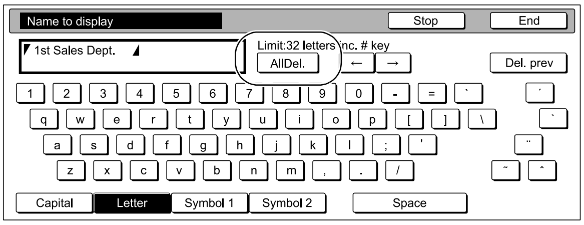
Setting item	Value
ID-code	01
Name to display	1st Sales Dept.

8 Press the “AllDel.” key to delete the old department name, then enter the new name.

Inch specifications


Name to display
Stop
End
1st Sales Dept.
Limit:32 letters including #
AllDel.
←
→
Del. prev
1 2 3 4 5 6 7 8 9 0 - = `
q w e r t y u i o p [ ] \
a s d f g h j k l ; '
z x c v b n m , . /
Capital
Letter
Num. /Sym.
Space

Metric specifications


Name to display
Stop
End
1st Sales Dept.
Limit:32 letters inc. # key
AllDel.
←
→
Del. prev
1 2 3 4 5 6 7 8 9 0 - = `
q w e r t y u i o p [ ] \
a s d f g h j k l ; '
z x c v b n m , . /
´ ` ¨ ˜ ˆ
Capital
Letter
Symbol 1
Symbol 2
Space

NOTE
For information on how to enter the department name, refer to “**Entering characters**” on page 7-112.

9 Press the “End” key.
The touch panel will return to the screen in step 7.

10 Press the “Close” key.
The touch panel will return to the screen in step 3.

11 Press the “Close” key.
The touch panel will return to the screen in step 2.

12 Press the “Close” key.

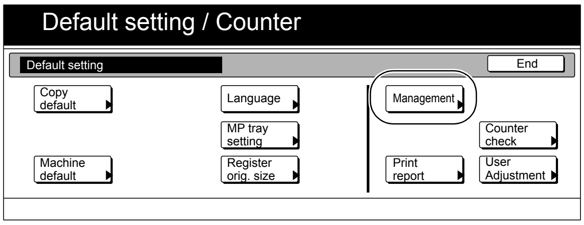
Change restrictions for use

Perform the following procedure when you want to change the restrictions for using the copier under each department ID-code.

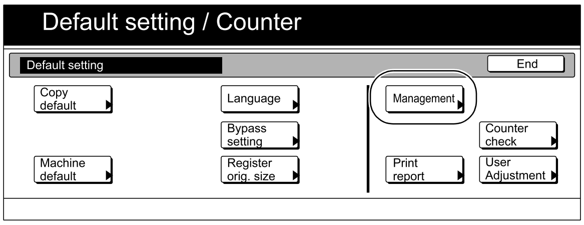
IMPORTANT!
In order to access the “Change restrictions for use” procedure under “Editing copy management information”, it is necessary to select “On” under “Copier function management ON/OFF”, “Printer function management ON/OFF” or “Scanner function management ON/OFF”. When the Fax Kit is installed in your copier, it is necessary to select “On” under the corresponding “Fax function management ON/OFF” procedure.
(See “**Changing the copy management default settings**” on page 7-28.)

1 Access the copy management menu screen.
(See “**Accessing the copy management menu screen**” on page 7-3.)

Inch specifications

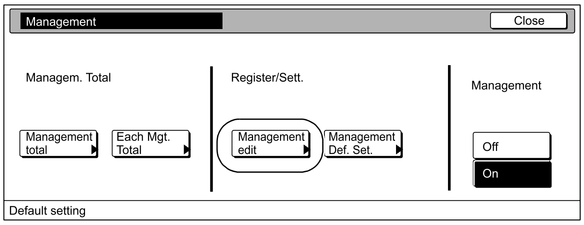

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

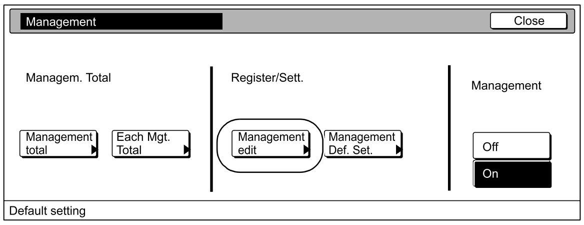

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

2 Press the “Management edit” key.
The “Management edit” screen will be displayed.

Inch specifications

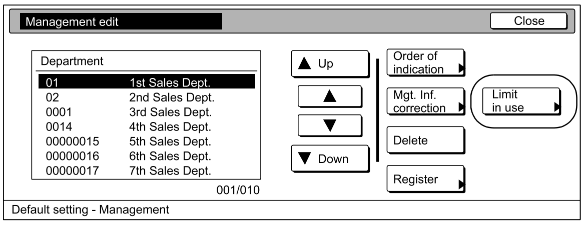

Management
Close
Managem. Total
Register/Sett.
Management
Management total
Each Mgt. Total
Management edit
Management Def. Set.
Off
On
Default setting

Metric specifications


Management
Close
Managem. Total
Register/Sett.
Management
Management total
Each Mgt. Total
Management edit
Management Def. Set.
Off
On
Default setting

3 Select the department ID-code for which you want to change the restrictions, and then press the “Limit in use” key.
The “Limit in use” screen will be displayed.

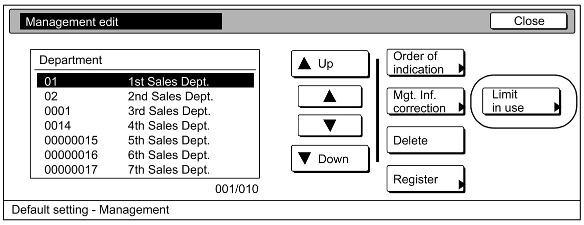
Inch specifications


Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
Default setting - Management

Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

Metric specifications


Management edit
Close
Up
Down
Order of indication
Mgt. Inf. correction
Limit in use
Delete
Register
Default setting - Management

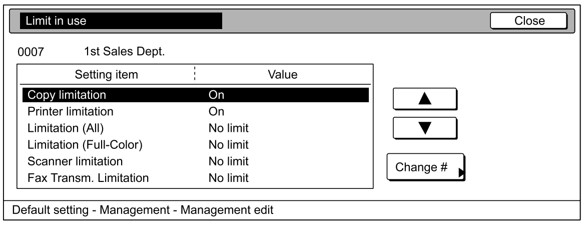
Department	
01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

001/010

NOTE
It is possible for you to change the order of how the list of ID-codes is displayed.
To so, press the “Order of indication” key and then press the “Sort by code” key or the “Sort by Name” key, as appropriate.

4 Change the restrictions for using the copier under that department ID-code as desired.

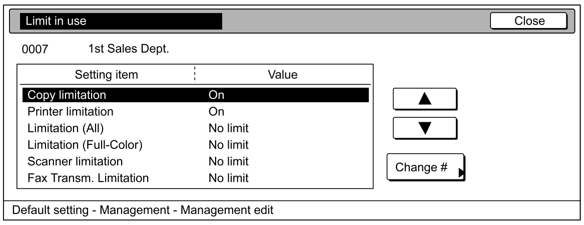
Inch specifications


Limit in use
Close
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Metric specifications


Limit in use
Close
Change #
Default setting - Management - Management edit

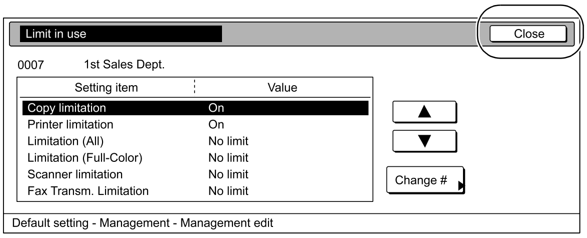
0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

NOTE
For information on how to change restrictions, refer to “**Setting the restrictions for use**” on page 7-7.

5 Press the “Close” key.
The touch panel will return to the screen in step 3.

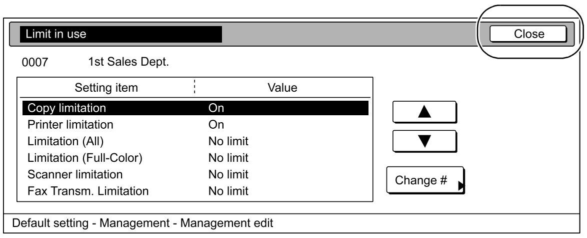
Inch specifications


Limit in use
Close
▲
▼
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

Metric specifications


Limit in use
Close
▲
▼
Change #
Default setting - Management - Management edit

0007 1st Sales Dept.

Setting item	Value
Copy limitation	On
Printer limitation	On
Limitation (All)	No limit
Limitation (Full-Color)	No limit
Scanner limitation	No limit
Fax Transm. Limitation	No limit

6 Press the “Close” key.
The touch panel will return to the screen in step 2.

7 Press the “Close” key.

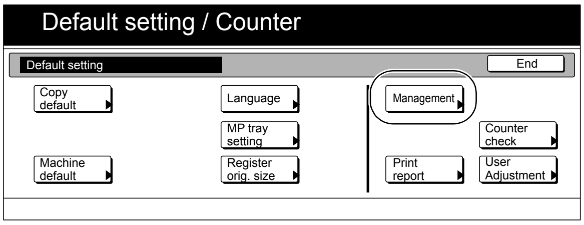
Checking the copy management counts

Check all departments

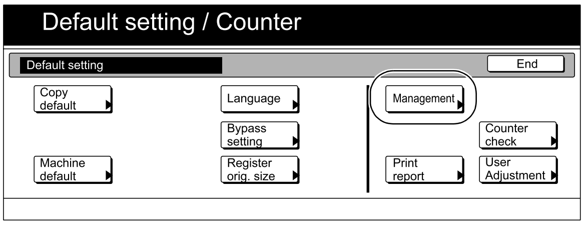
Perform the following procedure when you want to check the total number of copies made under all department ID-codes as a whole, print out a copy management report and clear the copy counts for all of the registered department ID-codes.

1 Access the copy management menu screen.
(See “**Accessing the copy management menu screen**” on page 7-3.)

Inch specifications

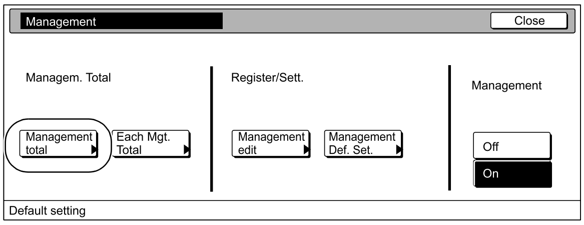

Default setting / Counter
Default setting
End
Copy default
Machine default
Language
MP tray setting
Register orig. size
Management
Counter check
Print report
User Adjustment

Metric specifications

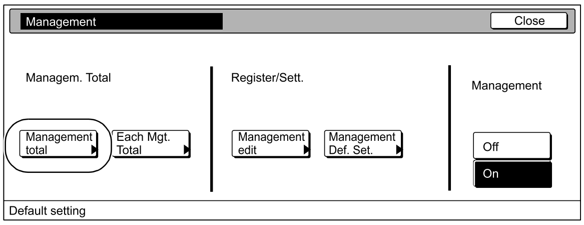

Default setting / Counter
Default setting
End
Copy default
Machine default
Language
Bypass setting
Register orig. size
Management
Counter check
Print report
User Adjustment

2 Press the “Management total” key.
The “Management total” screen will be displayed.

Inch specifications

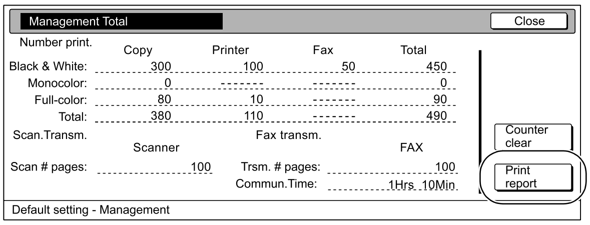

Management
Close
Managem. Total
Management total
Each Mgt. Total
Register/Sett.
Management edit
Management Def. Set.
Management
Off
On
Default setting

Metric specifications


Management
Close
Managem. Total
Management total
Each Mgt. Total
Register/Sett.
Management edit
Management Def. Set.
Management
Off
On
Default setting

3 The total number of copies made under all department ID-codes as a whole will be displayed. If you want to print out a copy management report, press the “Print report” key.

Inch specifications


Management Total
Close
Counter clear
Print report
Default setting - Management

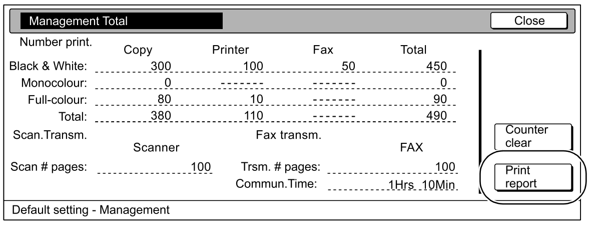
Number print.

	Copy	Printer	Fax	Total
Black & White:	300	100	50	450
Monocolor:	0	-------	-------	0
Full-color:	80	10	-------	90
Total:	380	110	-------	490

Scan.Transm.
Scanner
Scan # pages: 100

Fax transm.
FAX
Trsm. # pages: 100
Commun.Time: 1Hrs 10Min.

Metric specifications


Management Total
Close
Counter clear
Print report
Default setting - Management

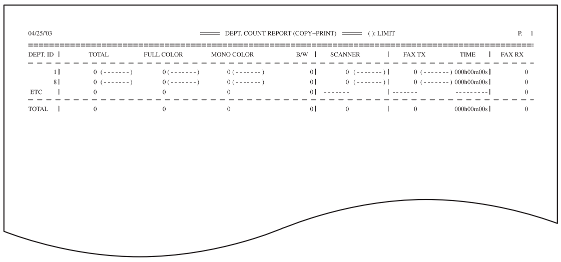
Number print.

	Copy	Printer	Fax	Total
Black & White:	300	100	50	450
Monocolour:	0	-------	-------	0
Full-colour:	80	10	-------	90
Total:	380	110	-------	490

Scan.Transm.
Scanner
Scan # pages: 100

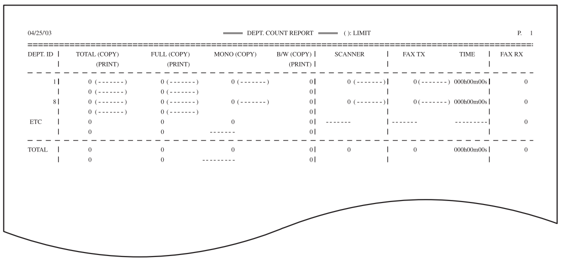
Fax transm.
FAX
Trsm. # pages: 100
Commun.Time: 1Hrs 10Min.

Sample copy management report (for all departments)



```
04/25/'03              ═══ DEPT. COUNT REPORT (COPY+PRINT) ═══  ( ): LIMIT                          P.   1
=========================================================================================================
DEPT. ID |     TOTAL          FULL COLOR       MONO COLOR          B/W |   SCANNER         |  FAX TX          TIME    |  FAX RX
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
       1 |     0 (-------)    0 (-------)     0 (-------)           0 |   0 (-------)     |  0 (-------) 000h00m00s |       0
       8 |     0 (-------)    0 (-------)     0 (-------)           0 |   0 (-------)     |  0 (-------) 000h00m00s |       0
 ETC     |     0              0               0                     0 |  -------          | -------       --------- |       0
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
TOTAL    |     0              0               0                     0 |   0               |  0          000h00m00s |       0
```

Sample copy management report (for an individual department)



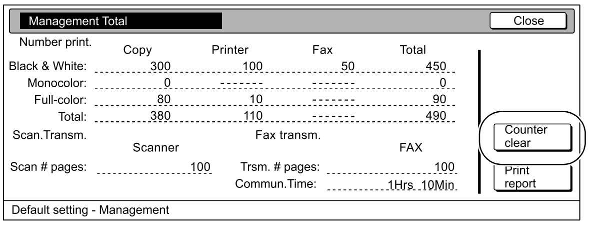
```
04/25/'03                    ═══ DEPT. COUNT REPORT ═══  ( ): LIMIT                                  P.   1
=========================================================================================================
DEPT. ID |  TOTAL (COPY)      FULL (COPY)    MONO (COPY)     B/W (COPY) |   SCANNER       |  FAX TX        TIME    |  FAX RX
         |       (PRINT)           (PRINT)                      (PRINT) |                 |                        |
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
       1 |    0 (-------)     0 (-------)     0 (-------)            0 |   0 (-------)   |  0 (-------) 000h00m00s |     0
         |    0 (-------)     0 (-------)                            0 |                 |                        |
       8 |    0 (-------)     0 (-------)     0 (-------)            0 |   0 (-------)   |  0 (-------) 000h00m00s |     0
         |    0 (-------)     0 (-------)                            0 |                 |                        |
 ETC     |    0               0               0                      0 |  -------        | -------      --------- |     0
         |    0               0             -------                  0 |                 |                        |
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
TOTAL    |    0               0               0                      0 |   0             |  0        000h00m00s   |     0
         |    0               0             ---------                0 |                 |                        |
```

NOTES

- The type of report printed out will vary according the setting selected for “**Copy/Printer output management**” under the copy management default settings.
- If any of the “Total size 1” through “Total size 5” settings is selected under the copy management default settings, the total size report will also be printed out.

4 To clear all of the copy counts, press the “Counter clear” key.

Inch specifications


Management Total
Close
Counter clear
Print report
Default setting - Management

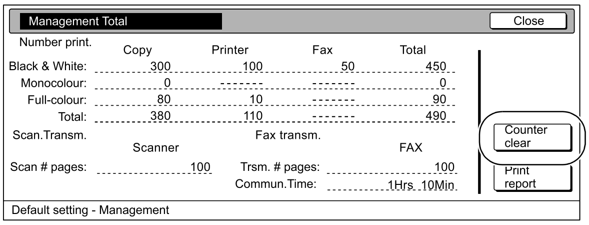
Number print.

	Copy	Printer	Fax	Total
Black & White:	300	100	50	450
Monocolor:	0	-------	-------	0
Full-color:	80	10	-------	90
Total:	380	110	-------	490

Scan.Transm.
Scanner
Scan # pages: 100

Fax transm.
FAX
Trsm. # pages: 100
Commun.Time: 1Hrs 10Min.

Metric specifications


Management Total
Close
Counter clear
Print report
Default setting - Management

Number print.

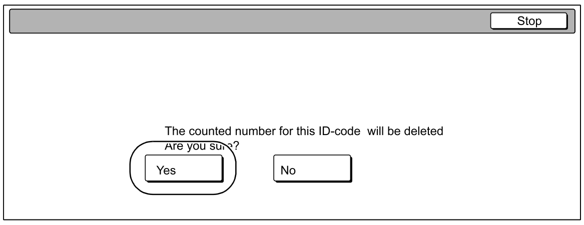
	Copy	Printer	Fax	Total
Black & White:	300	100	50	450
Monocolour:	0	-------	-------	0
Full-colour:	80	10	-------	90
Total:	380	110	-------	490

Scan.Transm.
Scanner
Scan # pages: 100

Fax transm.
FAX
Trsm. # pages: 100
Commun.Time: 1Hrs 10Min.

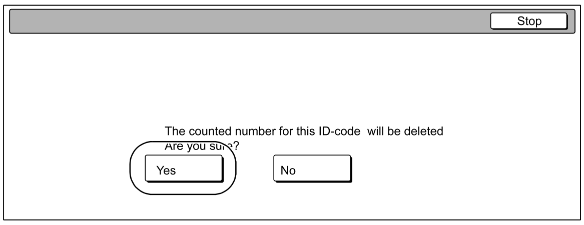
5 When the confirmation message appears, press the “Yes” key.

Inch specifications



The counted number for this ID-code will be deleted
Are you sure?

Metric specifications



The counted number for this ID-code will be deleted
Are you sure?

6 Press the “Close” key.
The touch panel will return to the screen in step 2.

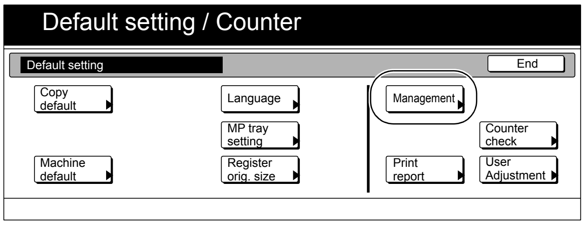
7 Press the “Close” key.

Check individual departments

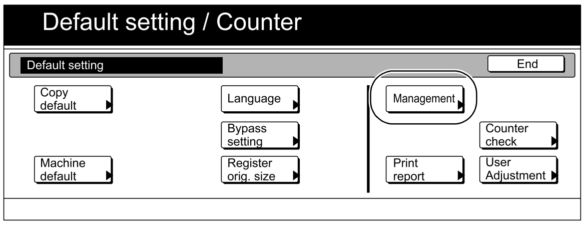
Perform the following procedure when you want to check the total number of copies made under each individual department ID-code and/or clear the copy counts for individual departments as well.

1 Access the copy management menu screen.
(See "**Accessing the copy management menu screen**" on page 7-3.)

Inch specifications

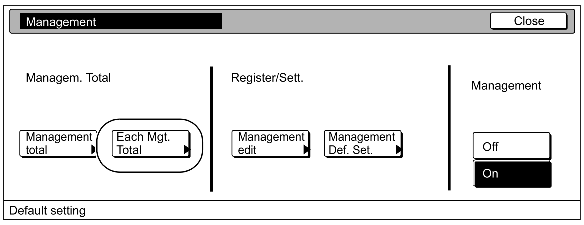

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

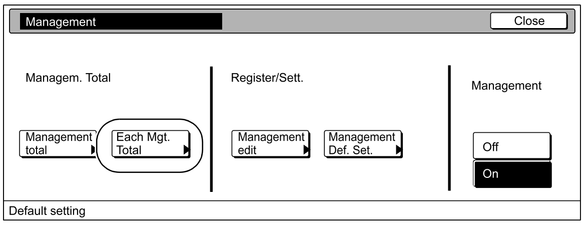

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

2 Press the "Each Mgt. Total" key.
The "Each Management Total" screen will be displayed.

Inch specifications

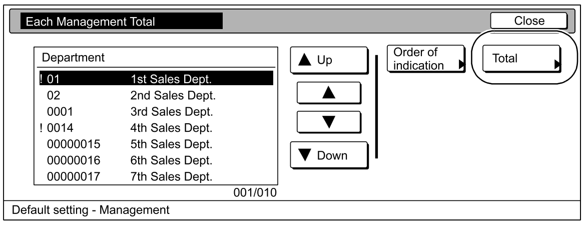

Management
Close
Managem. Total
Register/Sett.
Management
Management total
Each Mgt. Total
Management edit
Management Def. Set.
Off
On
Default setting

Metric specifications


Management
Close
Managem. Total
Register/Sett.
Management
Management total
Each Mgt. Total
Management edit
Management Def. Set.
Off
On
Default setting

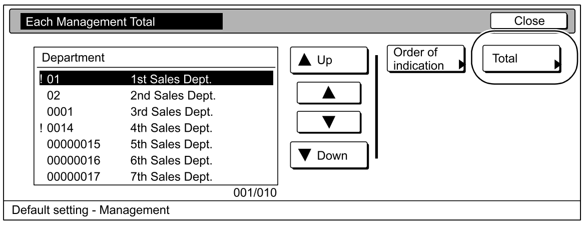
3 Select the department ID-code for which you want to check the copy counts, and then press the "Total" key.

Inch specifications


Each Management Total
Close
▲ Up
▲
▼
▼ Down
Order of indication
Total
001/010
Default setting - Management

Department	
! 01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
! 0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

Metric specifications


Each Management Total
Close
▲ Up
▲
▼
▼ Down
Order of indication
Total
001/010
Default setting - Management

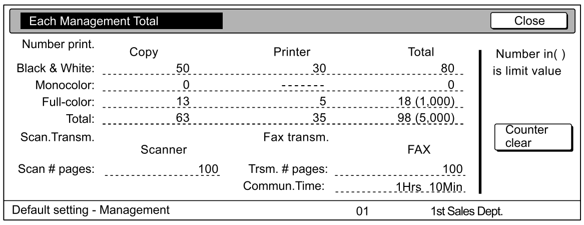
Department	
! 01	1st Sales Dept.
02	2nd Sales Dept.
0001	3rd Sales Dept.
! 0014	4th Sales Dept.
00000015	5th Sales Dept.
00000016	6th Sales Dept.
00000017	7th Sales Dept.

NOTES

- The "---ETC" displayed in the list indicates the number of printouts that were made without entering an ID-code.
  The printouts included under "---ETC" are as follows:
  - Report print out
  - Printer error report print out
  - Print out from a computer for which an ID-code is not set (When the "**Non-standard printer driver printout (Printer)**" is set to "ON" under the copy management default settings.)
  - Fax reception print out
  - Fax report print out
- It is possible for you to change the order of how the list of ID-codes is displayed. To so, press the "Order of indication" key and then press the "Sort by code" key or the "Sort by Name" key, as appropriate

4 The total number of copies made under that department ID-code will be displayed.

Inch specifications



Each Management Total
Close

Number print.

	Copy	Printer	Total
Black & White:	50	30	80
Monocolor:	0	-------	0
Full-color:	13	5	18 (1,000)
Total:	63	35	98 (5,000)

Scan.Transm. Scanner
Scan # pages: 100

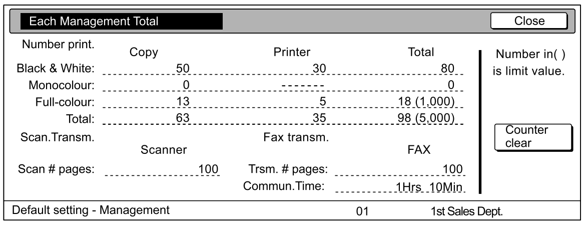
Fax transm. FAX
Trsm. # pages: 100
Commun.Time: 1Hrs. 10Min.

Number in( ) is limit value

Counter clear

Default setting - Management 01 1st Sales Dept.

Metric specifications



Each Management Total
Close

Number print.

	Copy	Printer	Total
Black & White:	50	30	80
Monocolour:	0	-------	0
Full-colour:	13	5	18 (1,000)
Total:	63	35	98 (5,000)

Scan.Transm. Scanner
Scan # pages: 100

Fax transm. FAX
Trsm. # pages: 100
Commun.Time: 1Hrs. 10Min.

Number in( ) is limit value.

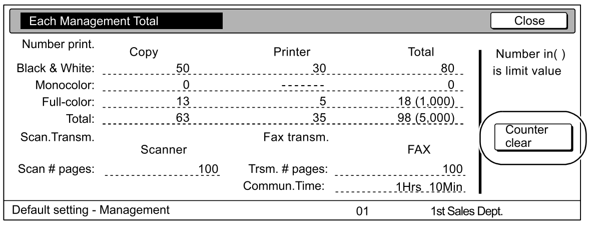
Counter clear

Default setting - Management 01 1st Sales Dept.

NOTE
On the "Each Management Total" screen, the number in the brackets following the number of copies made indicates the maximum number of copies that can be made.

5 To clear all of the copy counts for that ID-code, press the "Counter clear" key.

Inch specifications



Each Management Total
Close

Number print.

	Copy	Printer	Total
Black & White:	50	30	80
Monocolor:	0	-------	0
Full-color:	13	5	18 (1,000)
Total:	63	35	98 (5,000)

Scan.Transm. Scanner
Scan # pages: 100

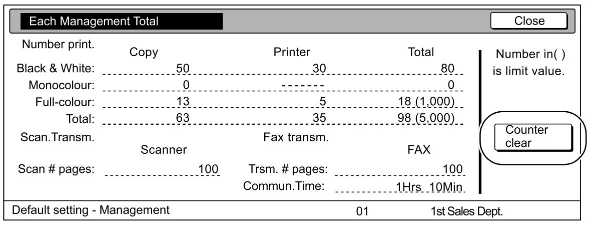
Fax transm. FAX
Trsm. # pages: 100
Commun.Time: 1Hrs. 10Min.

Number in( ) is limit value

Counter clear

Default setting - Management 01 1st Sales Dept.

Metric specifications



Each Management Total
Close

Number print.

	Copy	Printer	Total
Black & White:	50	30	80
Monocolour:	0	-------	0
Full-colour:	13	5	18 (1,000)
Total:	63	35	98 (5,000)

Scan.Transm. Scanner
Scan # pages: 100

Fax transm. FAX
Trsm. # pages: 100
Commun.Time: 1Hrs. 10Min.

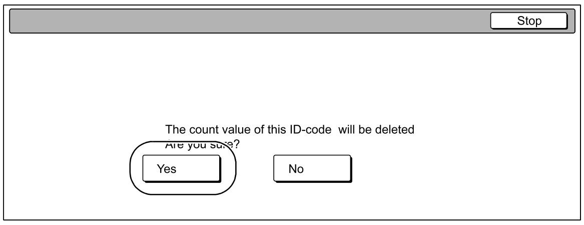
Number in( ) is limit value.

Counter clear

Default setting - Management 01 1st Sales Dept.

6 When the confirmation message appears, press the "Yes" key.

Inch specifications

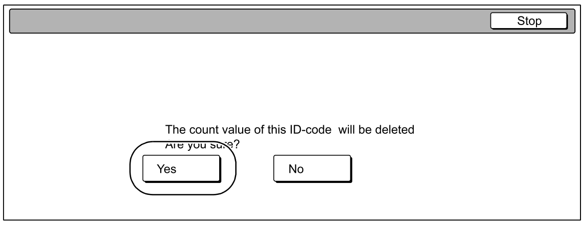


Stop

The count value of this ID-code will be deleted
Are you sure?

Yes
No

Metric specifications



Stop

The count value of this ID-code will be deleted
Are you sure?

Yes
No

7 Press the "Close" key.
The touch panel will return to the screen in step 3.

8 Press the "Close" key.
The touch panel will return to the screen in step 2.

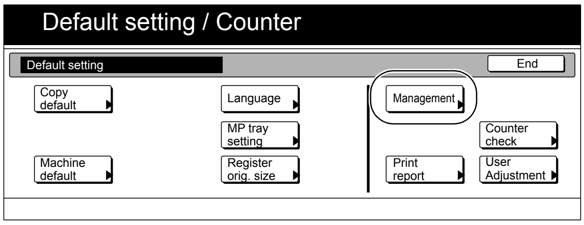
9 Press the "Close" key.

Turning the copy management function ON/OFF

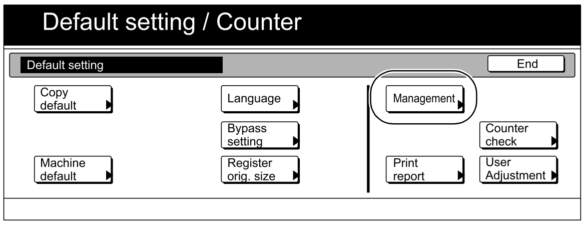
Perform the following procedure when you want to turn copy management ON or OFF.

1 Access the copy management menu screen.
(See “**Accessing the copy management menu screen**” on page 7-3.)

Inch specifications

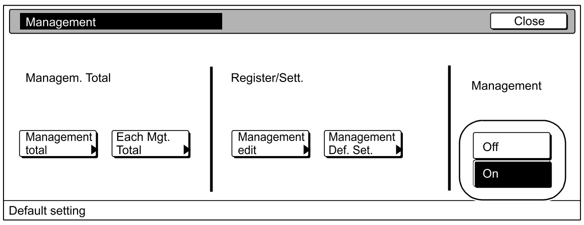

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

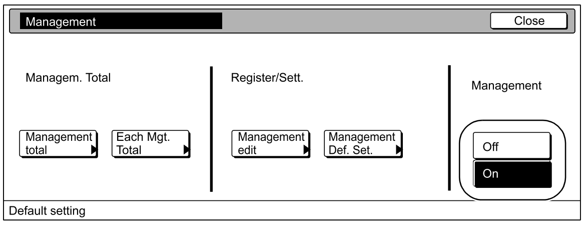

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

2 To turn copy management ON, press the “On” key. To turn copy management OFF, press the “Off” key.

Inch specifications


Management
Close
Managem. Total
Register/Sett.
Management
Management total
Each Mgt. Total
Management edit
Management Def. Set.
Off
On
Default setting

Metric specifications


Management
Close
Managem. Total
Register/Sett.
Management
Management total
Each Mgt. Total
Management edit
Management Def. Set.
Off
On
Default setting

3 Press the “Close” key.

Changing the copy management default settings

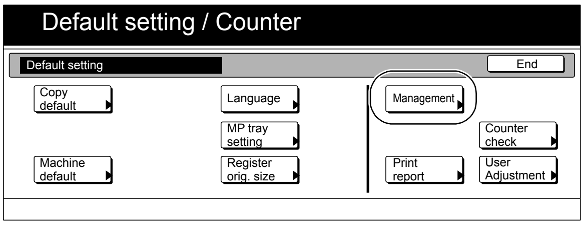
Perform the following procedure when you want to change the default settings for the copy management function.
The following default settings are available.

- Copier function management ON/OFF (Page 7-29.)
- Printer function management ON/OFF (Page 7-30.)
- Printer error report (Page 7-31.)
- Non-standard printer driver printout (Printer) (Page 7-32.)
- Copy/Printer output management (Page 7-33.)
- Scanner function management ON/OFF (Page 7-34.)
- Fax function management ON/OFF (Page 7-35.)
- Response to exceeded restriction (Page 7-36.)
- Default copy limit (Page 7-37.)
- Total count for specified paper size (1 to 5) (Page 7-38)

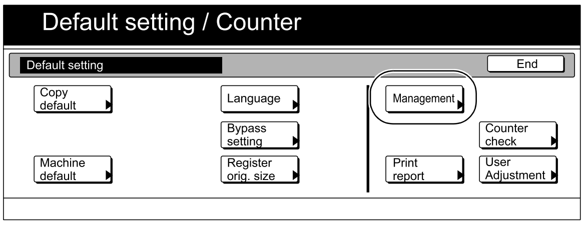
Accessing the copy management default settings

1 Access the copy management menu screen.
(See “**Accessing the copy management menu screen**” on page 7-3.)

Inch specifications

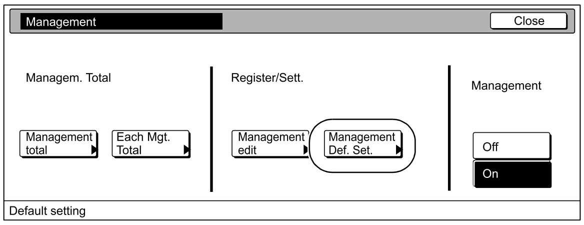

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

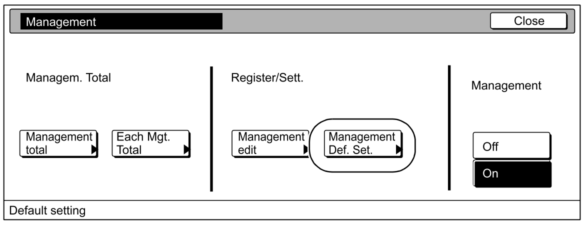

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

2 Press the “Management Def. Set.” key.
The “Managem. Def. Set.” screen will be displayed.

Inch specifications

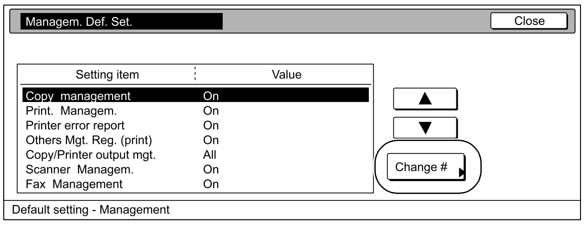

Management
Close
Managem. Total
Management total
Each Mgt. Total
Register/Sett.
Management edit
Management Def. Set.
Management
Off
On
Default setting

Metric specifications


Management
Close
Managem. Total
Management total
Each Mgt. Total
Register/Sett.
Management edit
Management Def. Set.
Management
Off
On
Default setting

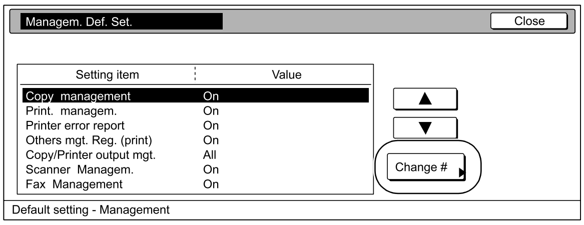
3 Select the default setting that you want to change and then press the “Change #” key.

Inch specifications


Managem. Def. Set.
Close
▲
▼
Change #
Default setting - Management

Setting item	Value
Copy management	On
Print. Managem.	On
Printer error report	On
Others Mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

Metric specifications


Managem. Def. Set.
Close
▲
▼
Change #
Default setting - Management

Setting item	Value
Copy management	On
Print. managem.	On
Printer error report	On
Others mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

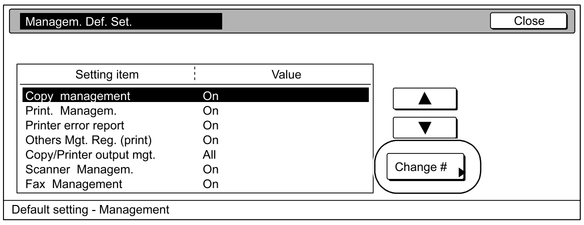
NOTE
Perform the following procedure that corresponds to the desired setting.

Copier function management ON/OFF

Perform the following procedure when you want to turn copy management ON or OFF for the copier functions of this machine.

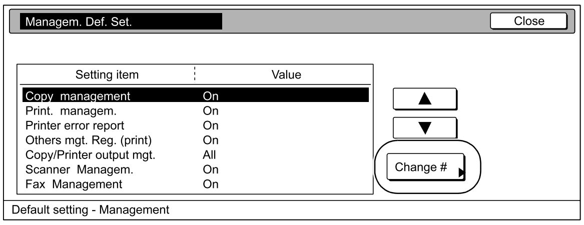
1 Select “Copy management” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Copy management” screen will be displayed.

Inch specifications


Managem. Def. Set.
Close
▲
▼
Change #
Default setting - Management

Setting item	Value
Copy management	On
Print. Managem.	On
Printer error report	On
Others Mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

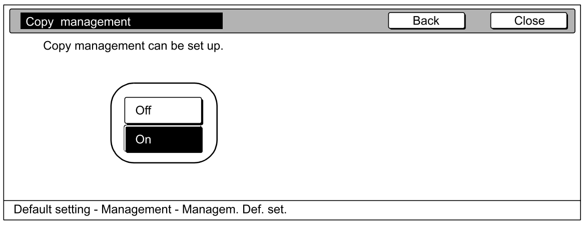
Metric specifications


Managem. Def. Set.
Close
▲
▼
Change #
Default setting - Management

Setting item	Value
Copy management	On
Print. managem.	On
Printer error report	On
Others mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

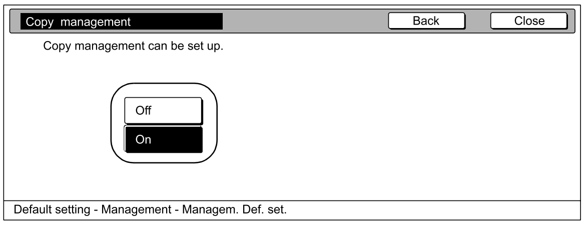
2 To turn copy management ON for the copier functions of this machine, press the “On” key.

Inch specifications


Copy management
Back
Close
Off
On
Default setting - Management - Managem. Def. set.

Copy management can be set up.

Metric specifications


Copy management
Back
Close
Off
On
Default setting - Management - Managem. Def. set.

Copy management can be set up.

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

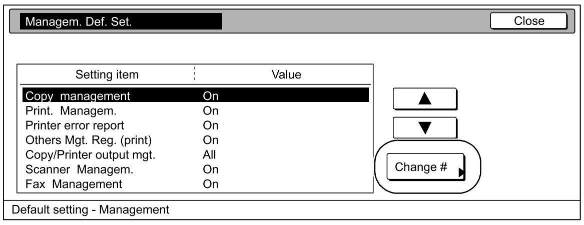
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Printer function management ON/OFF

Perform the following procedure when you want to turn copy management ON or OFF for the printer functions of this machine.

1 Select “Print. Managem.” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Print. Managem.” screen will be displayed.

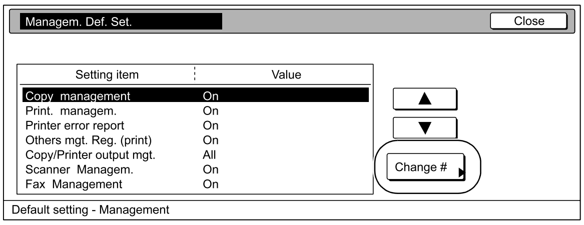
Inch specifications



Setting item	Value
Copy management	On
Print. Managem.	On
Printer error report	On
Others Mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

Default setting - Management

Metric specifications

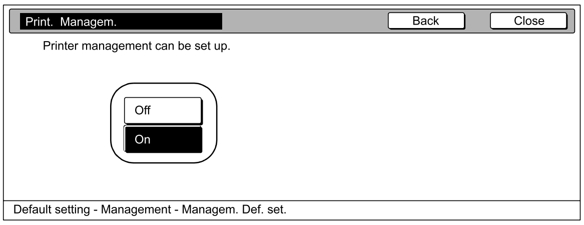


Setting item	Value
Copy management	On
Print. managem.	On
Printer error report	On
Others mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

Default setting - Management

2 To turn copy management ON for the printer functions of this machine, press the “On” key.

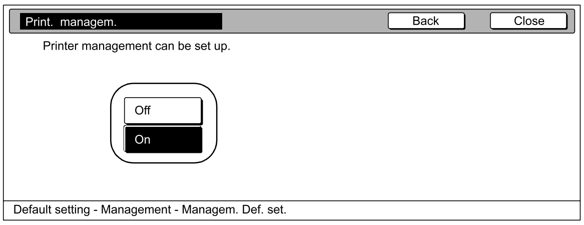
Inch specifications



Printer management can be set up.

Default setting - Management - Managem. Def. set.

Metric specifications



Printer management can be set up.

Default setting - Management - Managem. Def. set.

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

3 Press the “Close” key.
The touch panel will return to the screen in step 1.

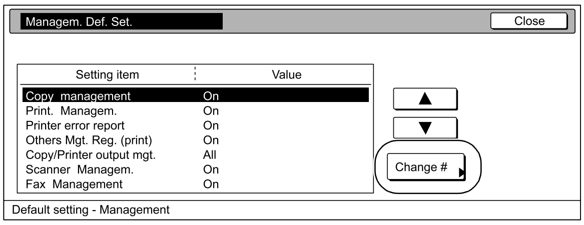
Printer error report

Perform the following procedure if you want an error report printed anytime “On” is selected as the “**Printer function management ON/OFF**” setting and printing is attempted with an invalid department ID-code.

NOTE
This setting will only be available when “On” is selected as the “**Printer function management ON/OFF**” setting.

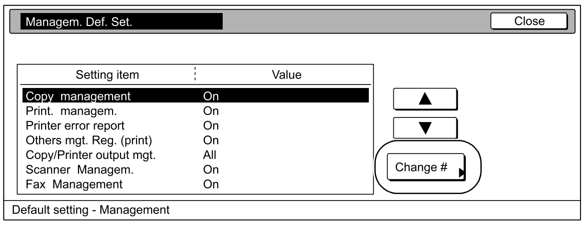
1 Select “Printer error report” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Printer error report” screen will be displayed.

Inch specifications


Managem. Def. Set.
Close
▲
▼
Change #
Default setting - Management

Setting item	Value
Copy management	On
Print. Managem.	On
Printer error report	On
Others Mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

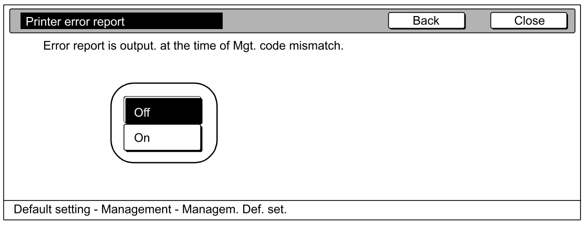
Metric specifications


Managem. Def. Set.
Close
▲
▼
Change #
Default setting - Management

Setting item	Value
Copy management	On
Print. managem.	On
Printer error report	On
Others mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

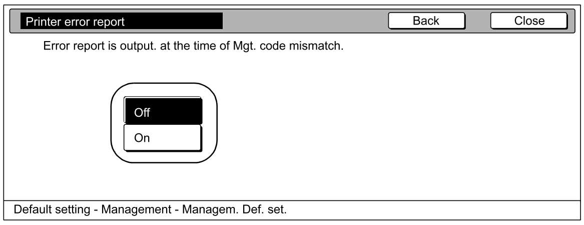
2 To have a printer error report printed out, press the “On” key. If you do not want the printer error report printed out, press the “Off” key.

Inch specifications


Printer error report
Back
Close
Off
On
Default setting - Management - Managem. Def. set.

Error report is output. at the time of Mgt. code mismatch.

Metric specifications


Printer error report
Back
Close
Off
On
Default setting - Management - Managem. Def. set.

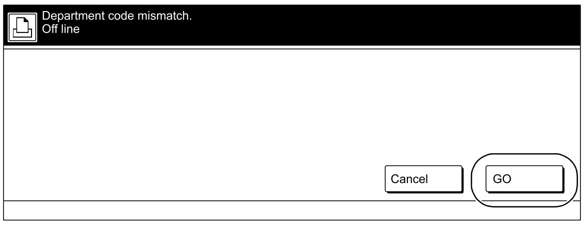
Error report is output. at the time of Mgt. code mismatch.

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

3 Press the “Close” key.
The touch panel will return to the screen in step 1.

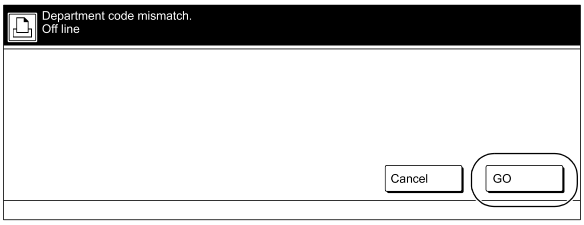
NOTE
If anyone attempts to print using an invalid department ID-code, an error will occur under the printing functions and printout will not be possible. When the [Printer] key is pressed, “Department ID-code mismatch.” will be displayed. Press the “GO” key to print out an error report. If you want to cancel printing, press the “Cancel” key. For more details, refer to the Operation Guide for the Printer Kit.

Inch specifications



Department code mismatch.
Off line

Metric specifications



Department code mismatch.
Off line

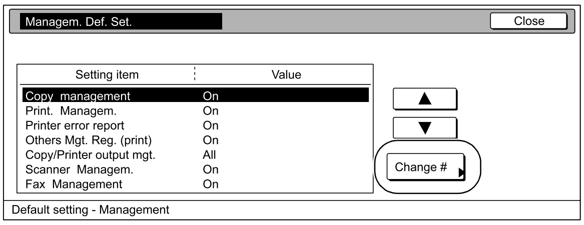
Non-standard printer driver printout (Printer)

Perform the following procedure when “On” is selected as the “**Printer function management ON/OFF**” setting and you want to want to allow the use of printer drivers other than those available under copy management.

NOTE
This setting will only be available when “On” is selected as the “**Printer function management ON/OFF**” setting.

1 Select “Others Mgt. Reg. (print)” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Others Mgt. Reg. (print)” screen will be displayed.

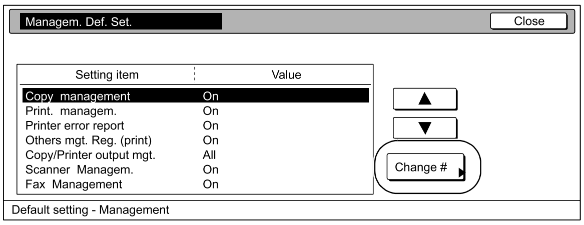
Inch specifications



Setting item	Value
Copy management	On
Print. Managem.	On
Printer error report	On
Others Mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

Default setting - Management

Metric specifications

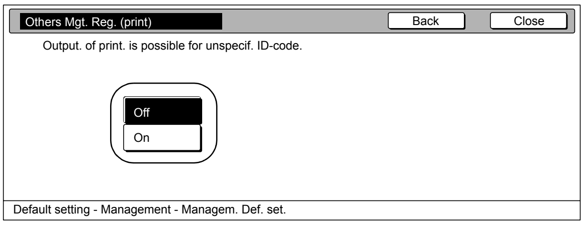


Setting item	Value
Copy management	On
Print. managem.	On
Printer error report	On
Others mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

Default setting - Management

2 To allow the use of printer drivers other than those available under copy management, press the “On” key.

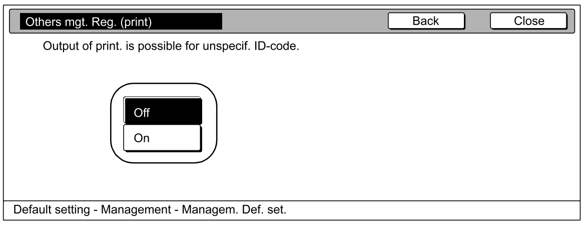
Inch specifications



Output. of print. is possible for unspecif. ID-code.

Default setting - Management - Managem. Def. set.

Metric specifications



Output of print. is possible for unspecif. ID-code.

Default setting - Management - Managem. Def. set.

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

3 Press the “Close” key.
The touch panel will return to the screen in step 1.

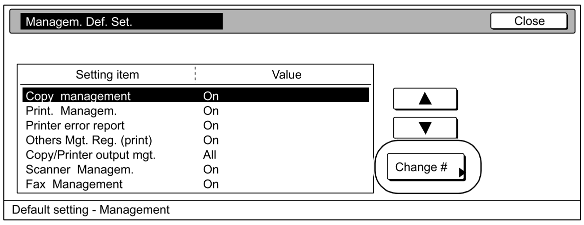
Copy/Printer output management

Perform the following procedure to determine whether management of copier and printer functions will be handled together or separately.

NOTE
If this setting is changed, it will affect which setting items are available for restriction under the copy management function. (See "**Setting the restrictions for use**" on page 7-7.)

1 Select "Copy/Printer output mgt." under the "Setting item" column on the left side of the touch panel and then press the "Change #" key.
The "Copy/Printer output mgt." screen will be displayed.

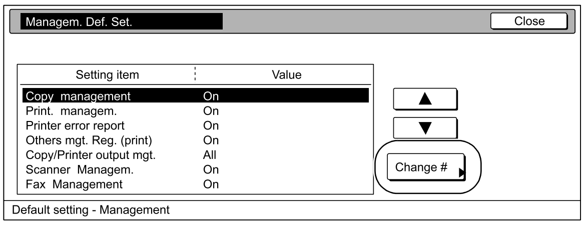
Inch specifications



Setting item	Value
Copy management	On
Print. Managem.	On
Printer error report	On
Others Mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

Default setting - Management

Metric specifications

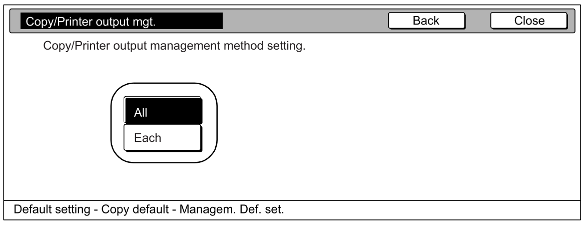


Setting item	Value
Copy management	On
Print. managem.	On
Printer error report	On
Others mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

Default setting - Management

2 To have copier and printer functions both handled together, press the "All" key. To have copier and printer functions each handled separately, press the "Each" key.

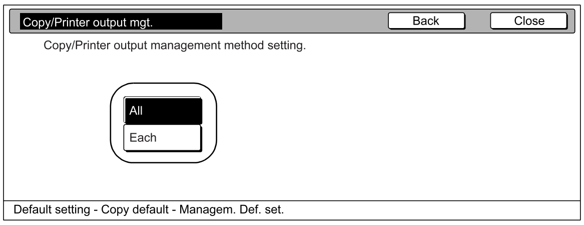
Inch specifications



Copy/Printer output management method setting.

Default setting - Copy default - Managem. Def. set.

Metric specifications



Copy/Printer output management method setting.

Default setting - Copy default - Managem. Def. set.

NOTE
If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 1.

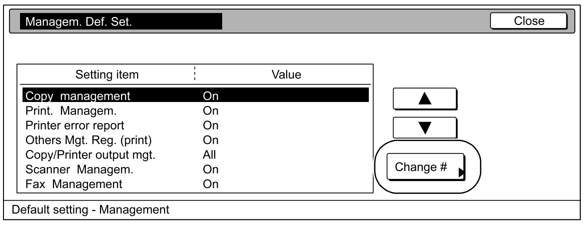
3 Press the "Close" key.
The touch panel will return to the screen in step 1.

Scanner function management ON/OFF

Perform the following procedure when you want to turn copy management ON or OFF for the scanner functions of this machine.

1 Select “Scanner Managem.” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Scanner Managem.” screen will be displayed.

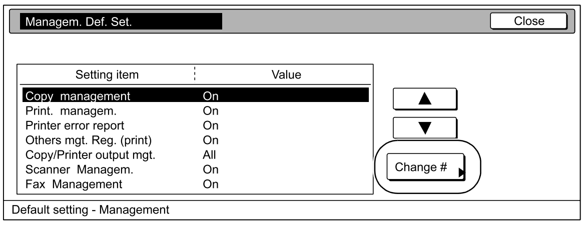
Inch specifications



Setting item	Value
Copy management	On
Print. Managem.	On
Printer error report	On
Others Mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

Default setting - Management

Metric specifications

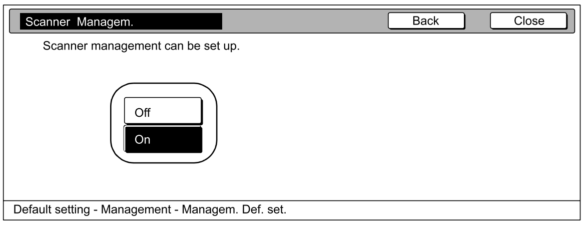


Setting item	Value
Copy management	On
Print. managem.	On
Printer error report	On
Others mgt. Reg. (print)	On
Copy/Printer output mgt.	All
Scanner Managem.	On
Fax Management	On

Default setting - Management

2 To turn copy management ON for the scanner functions of this machine, press the “On” key.

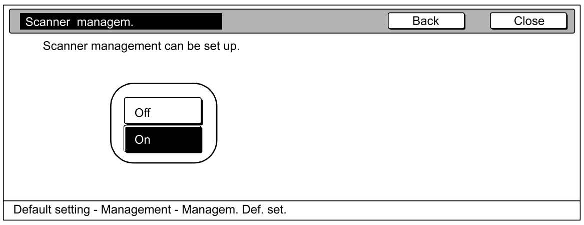
Inch specifications



Scanner management can be set up.

Default setting - Management - Managem. Def. set.

Metric specifications



Scanner management can be set up.

Default setting - Management - Managem. Def. set.

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

3 Press the “Close” key.
The touch panel will return to the screen in step 1.

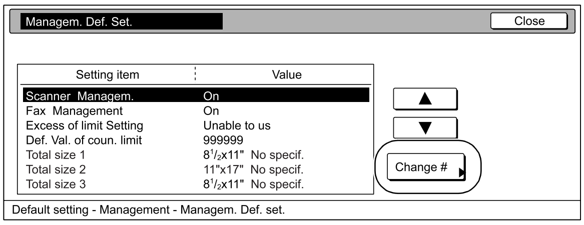
Fax function management ON/OFF

Perform the following procedure when you want to turn copy management ON or OFF for the fax functions of this machine.

NOTE
This setting is only available when the optional Fax Kit is installed in your copier.

1 Select “Fax Management” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Fax Management” screen will be displayed.

Inch specifications

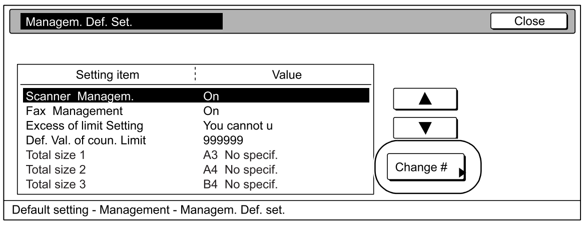


Managem. Def. Set.

Setting item	Value
Scanner Managem.	On
Fax Management	On
Excess of limit Setting	Unable to us
Def. Val. of coun. limit	999999
Total size 1	$8\frac{1}{2}$x11" No specif.
Total size 2	11"x17" No specif.
Total size 3	$8\frac{1}{2}$x11" No specif.

Default setting - Management - Managem. Def. set.

Metric specifications



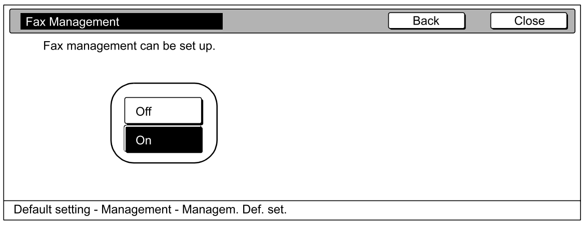
Managem. Def. Set.

Setting item	Value
Scanner Managem.	On
Fax Management	On
Excess of limit Setting	You cannot u
Def. Val. of coun. Limit	999999
Total size 1	A3 No specif.
Total size 2	A4 No specif.
Total size 3	B4 No specif.

Default setting - Management - Managem. Def. set.

2 To turn copy management ON for the fax functions of this machine, press the “On” key.

Inch specifications

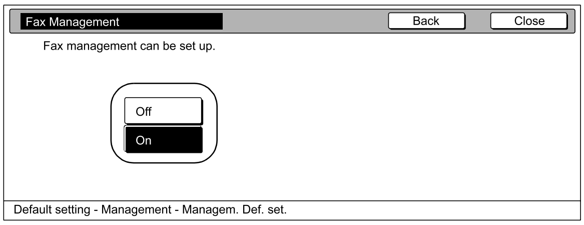


Fax Management

Fax management can be set up.

Default setting - Management - Managem. Def. set.

Metric specifications



Fax Management

Fax management can be set up.

Default setting - Management - Managem. Def. set.

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

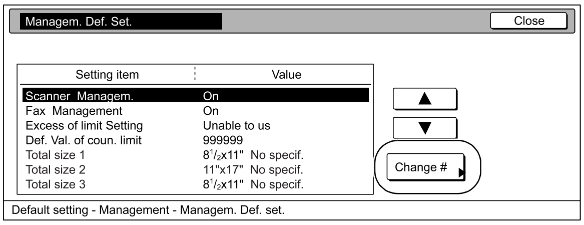
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Response to exceeded restriction

Perform the following procedure to determine whether further use of the machine will be canceled or an error message will be generated when a department ID-code has exceeded its set limit.

1 Select “Excess of limit Setting” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Excess of limit Setting” screen will be displayed.

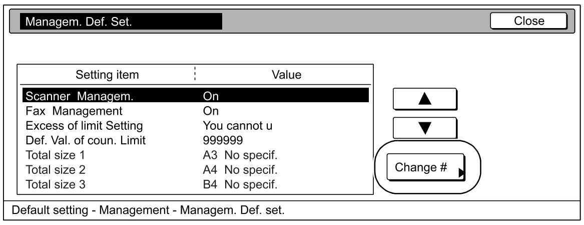
Inch specifications


Managem. Def. Set.
Close
▲
▼
Change #

Setting item	Value
Scanner Managem.	On
Fax Management	On
Excess of limit Setting	Unable to us
Def. Val. of coun. limit	999999
Total size 1	8$^1/_2$x11" No specif.
Total size 2	11"x17" No specif.
Total size 3	8$^1/_2$x11" No specif.

Default setting - Management - Managem. Def. set.

Metric specifications

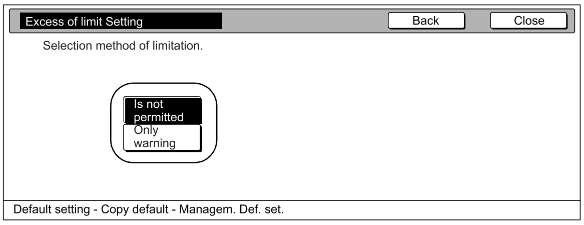

Managem. Def. Set.
Close
▲
▼
Change #

Setting item	Value
Scanner Managem.	On
Fax Management	On
Excess of limit Setting	You cannot u
Def. Val. of coun. Limit	999999
Total size 1	A3 No specif.
Total size 2	A4 No specif.
Total size 3	B4 No specif.

Default setting - Management - Managem. Def. set.

2 To cancel further use of the machine, press the “Is not permitted” key. To have an error message generated, press the “Only warning” key.

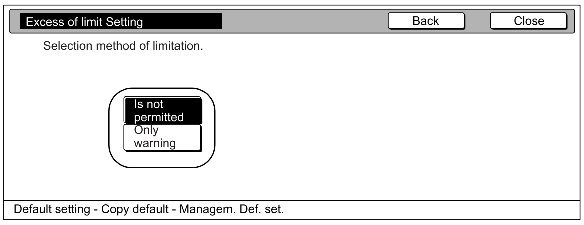
Inch specifications


Excess of limit Setting
Back
Close
Is not permitted
Only warning

Selection method of limitation.

Default setting - Copy default - Managem. Def. set.

Metric specifications


Excess of limit Setting
Back
Close
Is not permitted
Only warning

Selection method of limitation.

Default setting - Copy default - Managem. Def. set.

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

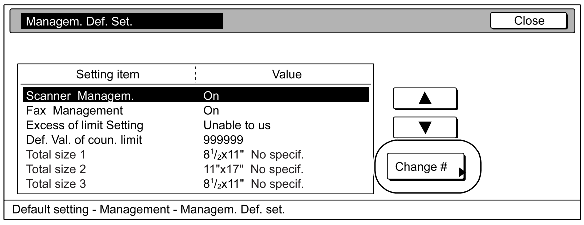
3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Default copy limit

Perform the following procedure when you want to change the default copy limit for new department ID-codes.

1 Select “Def. Val. of coun. limit” under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The “Def. Val. of coun. limit” screen will be displayed.

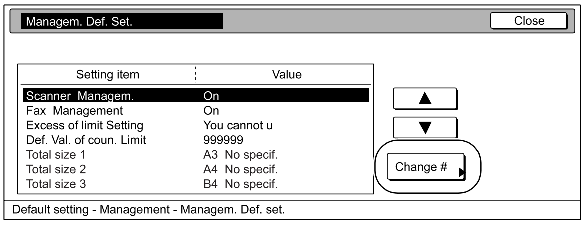
Inch specifications



Setting item	Value
Scanner Managem.	On
Fax Management	On
Excess of limit Setting	Unable to us
Def. Val. of coun. limit	999999
Total size 1	$8^{1}/_{2}$x11" No specif.
Total size 2	11"x17" No specif.
Total size 3	$8^{1}/_{2}$x11" No specif.

Default setting - Management - Managem. Def. set.

Metric specifications

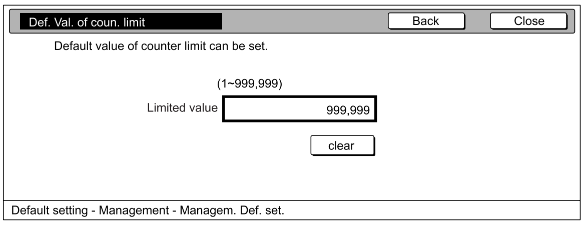


Setting item	Value
Scanner Managem.	On
Fax Management	On
Excess of limit Setting	You cannot u
Def. Val. of coun. Limit	999999
Total size 1	A3 No specif.
Total size 2	A4 No specif.
Total size 3	B4 No specif.

Default setting - Management - Managem. Def. set.

2 Use the numeric keys on the keypad to enter the default copy limit. The limit can be set to any 1-page increment up to 999,999.

Inch specifications



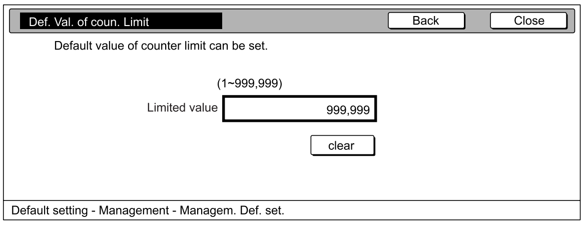
Default value of counter limit can be set.

(1~999,999)

Limited value 999,999

Default setting - Management - Managem. Def. set.

Metric specifications



Default value of counter limit can be set.

(1~999,999)

Limited value 999,999

Default setting - Management - Managem. Def. set.

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

3 Press the “Close” key.
The touch panel will return to the screen in step 1.

Total count for specified paper size (1 to 5)

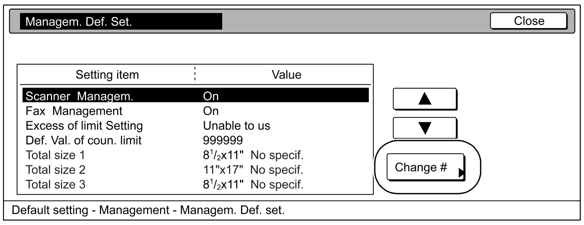
Perform the following procedure when you want to register a specific paper size in order to calculate and check the copy counts for that particular size of paper. It is also possible to register a paper size AND type.

NOTES

- You can register up to 5 different paper sizes for this function.
- If the type of paper is not registered in any of the settings, the corresponding copy counts for that size of paper will be calculated regardless of the type of paper that is used. However, if the same size of paper is registered in another setting along with a paper type, the counts for the first setting will NOT include copies made with the type of paper that is registered in the second setting.

1 Select one of the “Total size 1” through “Total size 5” settings under the “Setting item” column on the left side of the touch panel and then press the “Change #” key.
The corresponding setting screen will be displayed.

Inch specifications

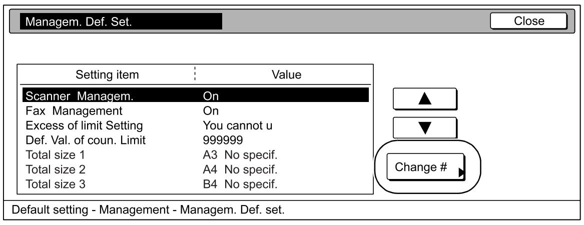


Managem. Def. Set.

Setting item	Value
Scanner Managem.	On
Fax Management	On
Excess of limit Setting	Unable to us
Def. Val. of coun. limit	999999
Total size 1	8$^{1}/_{2}$x11" No specif.
Total size 2	11"x17" No specif.
Total size 3	8$^{1}/_{2}$x11" No specif.

Default setting - Management - Managem. Def. set.

Metric specifications



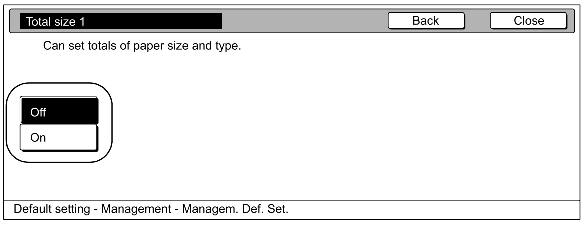
Managem. Def. Set.

Setting item	Value
Scanner Managem.	On
Fax Management	On
Excess of limit Setting	You cannot u
Def. Val. of coun. Limit	999999
Total size 1	A3 No specif.
Total size 2	A4 No specif.
Total size 3	B4 No specif.

Default setting - Management - Managem. Def. set.

2 Press the “On” key.

Inch specifications

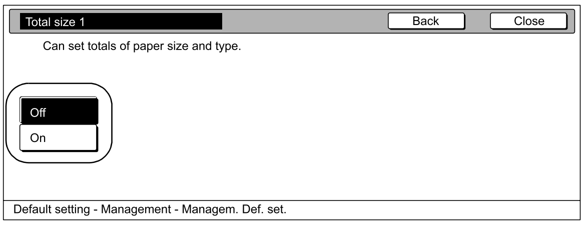


Total size 1

Can set totals of paper size and type.

Default setting - Management - Managem. Def. Set.

Metric specifications



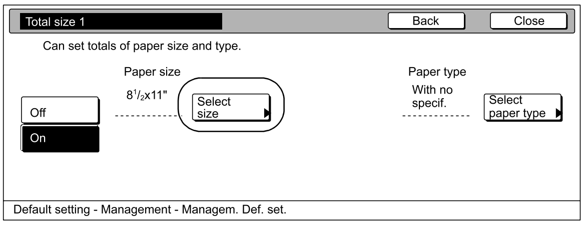
Total size 1

Can set totals of paper size and type.

Default setting - Management - Managem. Def. set.

3 Press the “Select size” key.

Inch specifications



Total size 1

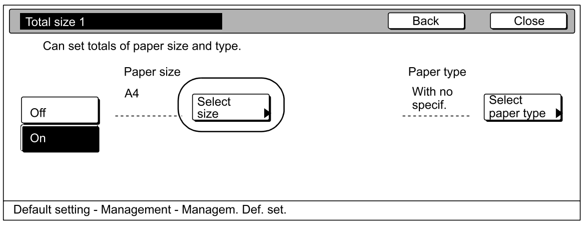
Can set totals of paper size and type.

Paper size: 8$^{1}/_{2}$x11"

Paper type: With no specif.

Default setting - Management - Managem. Def. set.

Metric specifications



Total size 1

Can set totals of paper size and type.

Paper size: A4

Paper type: With no specif.

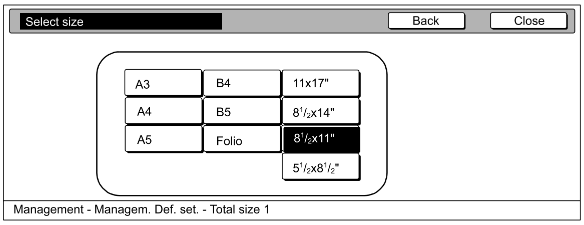
Default setting - Management - Managem. Def. set.

NOTE

If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 1.

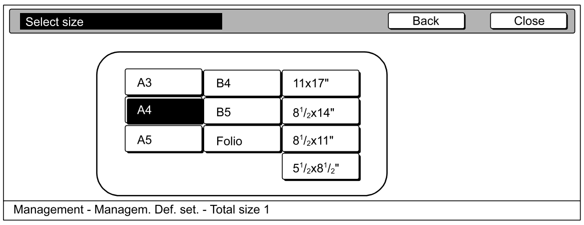
4 Press the key that corresponds to the desired paper size, and then press the “Close” key.

Inch specifications


Select size
Back
Close
A3
B4
11x17"
A4
B5
$8^{1}/_{2}$x14"
A5
Folio
$8^{1}/_{2}$x11"
$5^{1}/_{2}$x$8^{1}/_{2}$"

Management - Managem. Def. set. - Total size 1

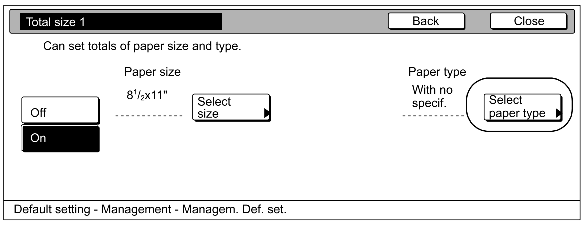
Metric specifications


Select size
Back
Close
A3
B4
11x17"
A4
B5
$8^{1}/_{2}$x14"
A5
Folio
$8^{1}/_{2}$x11"
$5^{1}/_{2}$x$8^{1}/_{2}$"

Management - Managem. Def. set. - Total size 1

5 To specify a paper type as well, press the “Select paper type” key and proceed to the next step. If you do not want to specify a paper type, proceed to step 7.

Inch specifications


Total size 1
Back
Close
Off
On
Select size
Select paper type

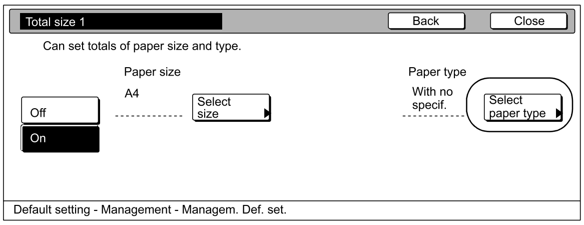
Can set totals of paper size and type.

Paper size $8^{1}/_{2}$x11"

Paper type With no specif.

Default setting - Management - Managem. Def. set.

Metric specifications


Total size 1
Back
Close
Off
On
Select size
Select paper type

Can set totals of paper size and type.

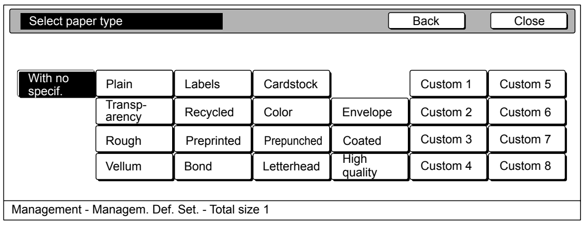
Paper size A4

Paper type With no specif.

Default setting - Management - Managem. Def. set.

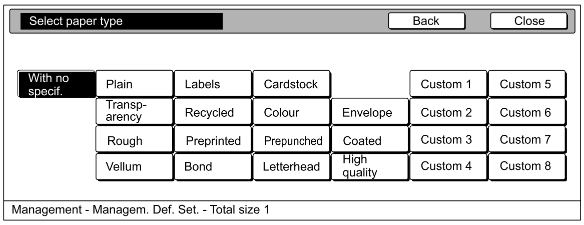
6 Press the key that corresponds to the desired paper type, and then press the “Close” key.

Inch specifications


Select paper type
Back
Close
With no specif.
Plain
Labels
Cardstock
Custom 1
Custom 5
Transp-arency
Recycled
Color
Envelope
Custom 2
Custom 6
Rough
Preprinted
Prepunched
Coated
Custom 3
Custom 7
Vellum
Bond
Letterhead
High quality
Custom 4
Custom 8

Management - Managem. Def. Set. - Total size 1

Metric specifications


Select paper type
Back
Close
With no specif.
Plain
Labels
Cardstock
Custom 1
Custom 5
Transp-arency
Recycled
Colour
Envelope
Custom 2
Custom 6
Rough
Preprinted
Prepunched
Coated
Custom 3
Custom 7
Vellum
Bond
Letterhead
High quality
Custom 4
Custom 8

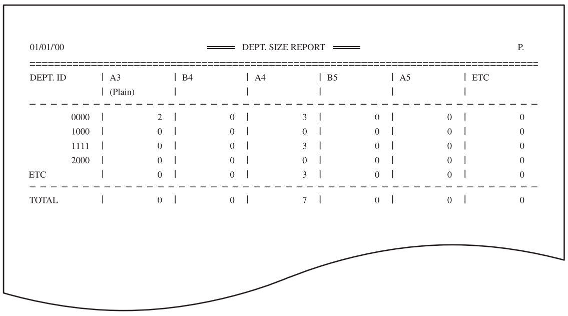
Management - Managem. Def. Set. - Total size 1

7 Press the “Close” key.
The touch panel will return to the screen in step 1.

NOTE

You can check the copy counts for the paper sizes registered under the “Total size 1” through “Total size 5” settings on the total size report that is printed together with the copy management report. For information on how to print out a copy management report, refer to “**Checking the copy management counts**” on page 7-24.

Sample: Total size report

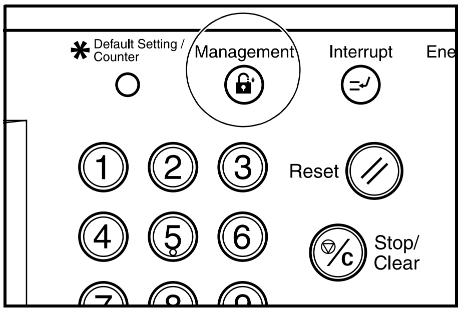


```
01/01/'00                 ═══ DEPT. SIZE REPORT ═══                       P.
==============================================================================
DEPT. ID   | A3        | B4        | A4        | B5        | A5        | ETC
           | (Plain)   |           |           |           |           |
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
      0000 |         2 |         0 |         3 |         0 |         0 |         0
      1000 |         0 |         0 |         0 |         0 |         0 |         0
      1111 |         0 |         0 |         3 |         0 |         0 |         0
      2000 |         0 |         0 |         0 |         0 |         0 |         0
ETC        |         0 |         0 |         3 |         0 |         0 |         0
-- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- -- --
TOTAL      |         0 |         0 |         7 |         0 |         0 |         0
```

Making copies when copy management is turned ON

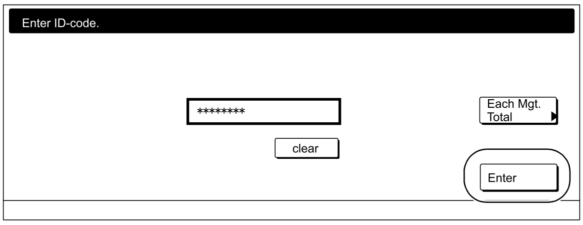
When copy management is turned ON, copying will only be possible when a valid department ID-code is entered.

IMPORTANT!
Once you are finished copying, BE SURE to press the [Management] key so that the "Enter ID-code" screen is displayed again.


Default Setting / Counter
Management
Interrupt
Ene
1
2
3
Reset
4
5
6
Stop/ Clear

1 Use the numeric keys on the keypad to enter your department ID-code, and then press the "Enter" key. The "Basic" screen will be displayed.

Inch specifications

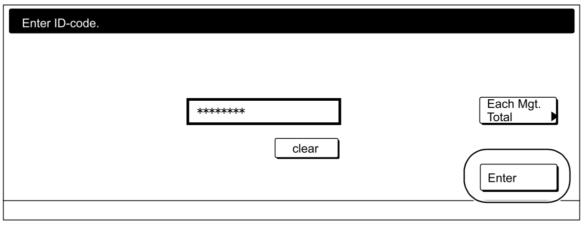


Enter ID-code.

****

clear
Each Mgt. Total
Enter

Metric specifications



Enter ID-code.

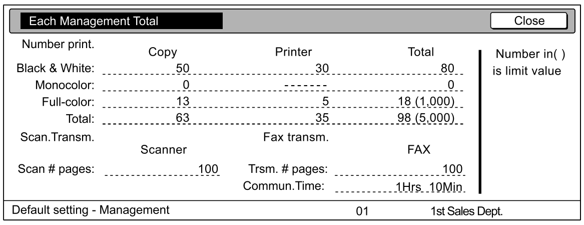
****

clear
Each Mgt. Total
Enter

NOTES

- If you enter the wrong ID-code, press the "clear" key and reenter the correct ID-code.
- If an invalid (unregistered) department ID-code is entered, an error alarm will sound. Enter the correct ID-code.
- If you enter your department ID-code and press the "Each Mgt. Total" key, you can check the copy counts for your own department.

Inch specifications



Each Management Total

Number print.	Copy	Printer	Total
Black & White:	50	30	80
Monocolor:	0	-------	0
Full-color:	13	5	18 (1,000)
Total:	63	35	98 (5,000)

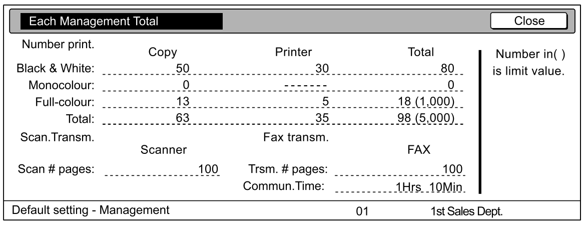
Number in( ) is limit value

Scan.Transm.
Scanner
Scan # pages: 100

Fax transm.
FAX
Trsm. # pages: 100
Commun.Time: 1Hrs 10Min

Default setting - Management 01 1st Sales Dept.

Metric specifications



Each Management Total

Number print.	Copy	Printer	Total
Black & White:	50	30	80
Monocolour:	0	-------	0
Full-colour:	13	5	18 (1,000)
Total:	63	35	98 (5,000)

Number in( ) is limit value.

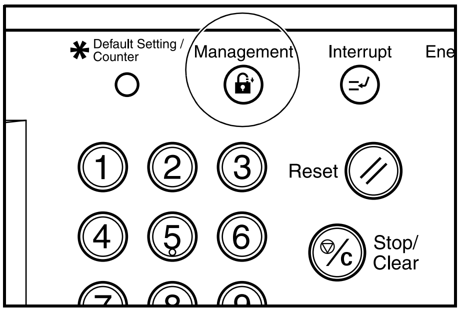
Scan.Transm.
Scanner
Scan # pages: 100

Fax transm.
FAX
Trsm. # pages: 100
Commun.Time: 1Hrs 10Min

Default setting - Management 01 1st Sales Dept.

2 Perform the desired copy operation as usual.

3 Once you are finished copying, press the [Management] key.


Default Setting / Counter
Management
Interrupt
Ene
1
2
3
Reset
4
5
6
Stop/ Clear

Default settings

The state that the copier enters at the end of warm-up or when the [Reset] key is pressed is called the “initial mode”. The modes, functions and other settings that are automatically pre-set for the initial mode are called “default settings”. These default settings are separated into two categories: “Copy defaults” and “Machine defaults” and can be changed as desired to suit your copying needs.

Machine default settings

The following table indicates the machine default settings available in this copier. Change any or all of the settings as desired in order to make the most effective use of your copier.

Default setting	Description	Available settings	Factory setting	Reference page
Auto drawer[cassette] switching ON/OFF	If the paper in one drawer[cassette] runs out during copying, the automatic drawer[cassette] switching function will switch paper feed from the empty drawer[cassette] to another drawer[cassette] that contains the same size of paper in the same orientation for uninterrupted copying. To enable this function, it is necessary to turn the related setting “On”.	On / Off	On	7-45
	In order to prevent a drawer[cassette] that holds a different type of paper from being switched to when the automatic drawer[cassette] switching function is turned ON, it is necessary to select “Feed same paper type” as well.	All types of paper / Feed same paper type	All types of paper	
Paper size (drawer[cassette] No.3 & No.4)	Sets the size of paper that is loaded in drawers[cassettes] No.3 and No.4. If you want the size to be detected automatically, select “Auto Detection” (Automatic size detection). If you want to manually set the size of paper, select “Standard sizes”. * This setting is only available when the optional Paper Feeder is installed on your copier.	Auto Detection / Standard sizes	Auto Detection	7-46
	<If you select “Standard sizes”> You can then select the paper size.	A3 A4 A4R A5R B4 B5R 11" × 17" 8 1/2" × 14" 11" × 8 1/2" 8 1/2" × 11"	– – –	
Paper type (drawer[cassette] No.2 - No.4)	Sets and then displays the type of paper that is loaded in drawers[cassettes] No.2 through No.4. * The setting for drawer[cassette] No.3 and No.4 will only be available when the optional Paper Feeder is installed on your copier.	Plain Preprinted Recycled Letterhead Color [Colour] Prepunched Rough Bond High quality Custom 1 – Custom 8	Plain	7-47

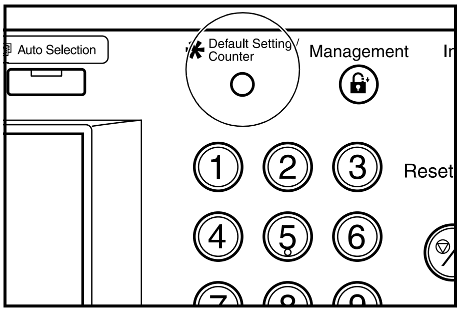
Default setting	Description	Available settings	Factory setting	Reference page
MP tray settings display ON/OFF	Turn this setting ON if you want the “MP tray setting” screen to be displayed whenever the “MP tray” key is pressed in the “Basic” tab.	On / Off	Off	7-48
Paper type (Set fixing temperature)	Sets the fixing temperature for each “custom” paper type (custom 1 – custom 8). Select “Normal” when you are used thick paper. The setting will cause paper to be fed more slowly than with the “Low” setting, thereby allowing greater heat to be applied to the paper during the fixing process.	Low / Normal	Low	7-49
Custom paper type for 2-sided copying	Sets whether or not each custom paper type (custom 1 – custom 8) will be available for use in 2-sided copying.	On / Off	On	7-50
Original set direction	Designates the default setting for the original set direction.	Top Edge	Left Top Edge	7-51
Auto sleep time	Sets the amount of time that will elapse after copying, or if no operation is performed, before the auto sleep function engages and turns the copier OFF. * It is recommended that you try to set a longer time interval before auto sleep function engages if you use the copier frequently, and to a shorter time if there are long intervals between use.	15 – 240 (minutes)	60 (minutes)	7-52
Auto low power time	Sets the amount of time between the point that copying ends and the energy-saving Low power mode engages.	1 – 45, 60, 90, 120, 180 and 240 (minutes)	15 (minutes)	7-53
Copy eject location	Sets the location for the ejection of finished copies. * You can select between “Top tray” and “Finisher” when the optional Document Finisher is installed on your copier.	Top tray Left tray (Finisher)	Top tray	7-54
Fax eject location	Sets the location for ejection of received faxes and for printed reports. * This setting is only available when the optional Fax Kit and Document Finisher are installed on your copier.	Top tray Finisher	Top tray	7-55
Default operation mode	Sets which operation mode, the copy operation mode or the fax operation mode, will be selected when the power is turned on to the copier.	Copy mode FAX mode	Copy mode	7-56
Touch panel sound ON/OFF	Sets whether or not the touch panel will emit a “beep” sound each time a key is touched.	On / Off	On	7-57
Silent mode ON/OFF	The copier can be switched to a silent mode, which shortens the length of time that the laser data writing motor continues to spin after each copy job is finished. Turn the silent mode ON if the noise of the motor bothers you in any way.	On / Off	Off	7-58

Default setting	Description	Available settings	Factory setting	Reference page
Day & time	Sets the current date and time.	Year: 2001 – 2049 Month: 1 – 12 Day: 1 – 31 Time: 00:00 – 23:59	The time is set at the factory	7-59
Time difference	Sets the time difference from the world standard time (GMT).	+12:00 – -12:00	00:00	7-60
Changing the management code	Changes the management code that is used by the copy manager. IMPORTANT: * If you change the management code from its factory default, be sure to keep some sort of record of the new management code. If, for any reason, you forget the registered management code, you will need to contact your service representative.	0000 – 9999	4000	7-61
Auto sleep ON/OFF	Sets whether or not to have the auto sleep function automatically turn the power switch OFF a certain amount of time after copying, or if no operation has been performed on the copier during that time. * If auto sleep interferes with your copying operations, turn this function OFF. However, it is recommended that you try to set a longer time interval until auto sleep engages before you actually turn it OFF.	On / Off	On	7-62

Accessing the machine default settings

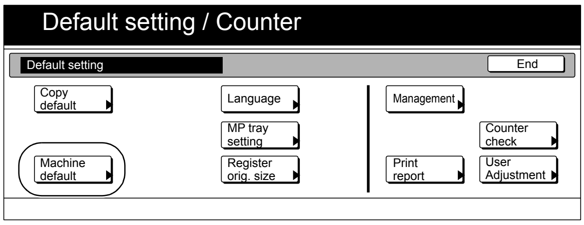
Perform the following procedure when you want to access the screens for each of the various machine default settings.

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting” screen will be displayed.

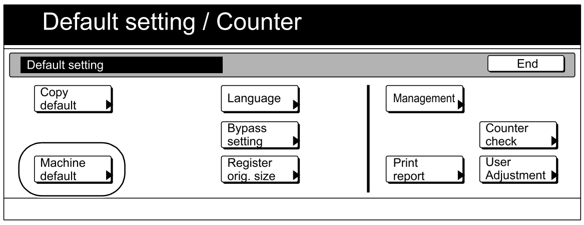

Auto Selection
Default Setting / Counter
Management
Reset
1
2
3
4
5
6

2 Press the “Machine default” key on the left side of the touch panel.

Inch specifications

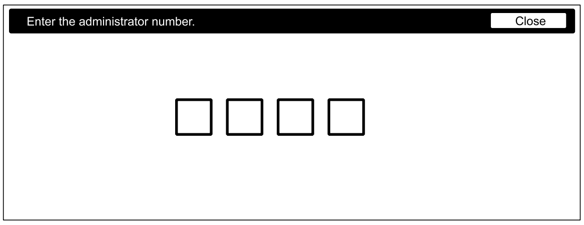

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

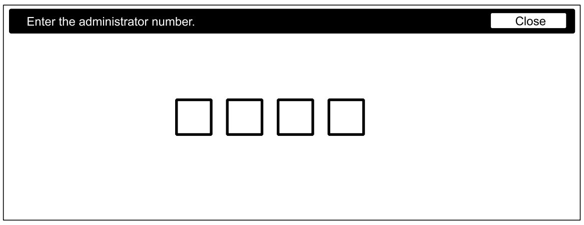

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

3 Use the keypad to enter the 4-digit management code.
The factory default setting is “4000”.

Inch specifications

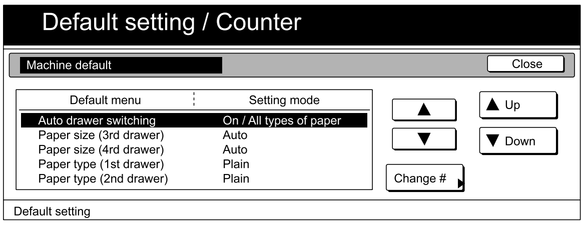

Enter the administrator number.

Metric specifications


Enter the administrator number.

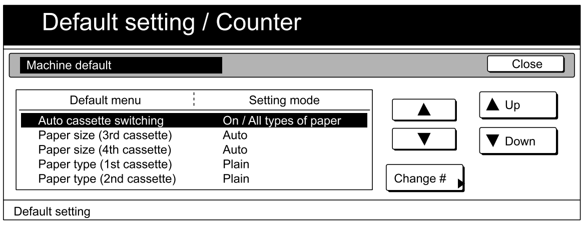
4 If the entered code matches the registered one, the “Machine default” screen will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Auto drawer switching	On / All types of paper
Paper size (3rd drawer)	Auto
Paper size (4rd drawer)	Auto
Paper type (1st drawer)	Plain
Paper type (2nd drawer)	Plain

Metric specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Auto cassette switching	On / All types of paper
Paper size (3rd cassette)	Auto
Paper size (4th cassette)	Auto
Paper type (1st cassette)	Plain
Paper type (2nd cassette)	Plain

NOTES
- It is possible for you to change the 4-digit management code. (See “**Changing the management code**” on page 7-61.)
- Refer to the desired procedure(s) explained under “**Making machine default settings**” and perform the corresponding setting(s).

Making machine default settings

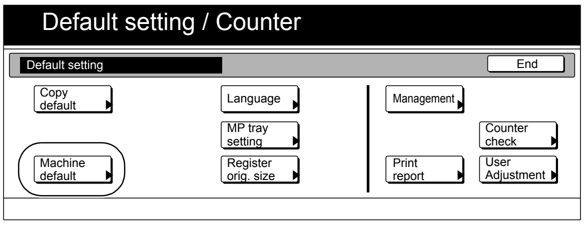
Perform the following procedure that corresponds to the desired setting.

Auto drawer[cassette] switching ON/OFF

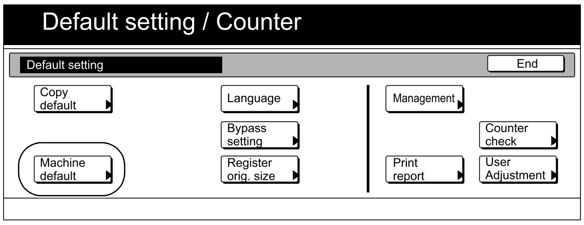
Perform the following procedure to turn automatic drawer[cassette] switching ON or OFF, as desired.

1 Display the “Machine default” screen. (See “**Accessing the machine default settings**” on page 7-44.)

Inch specifications

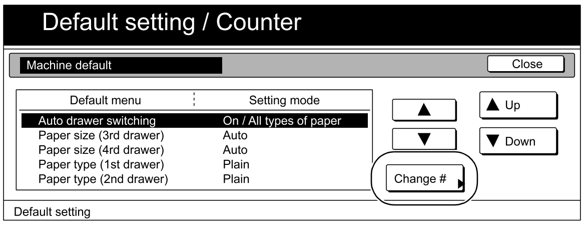

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

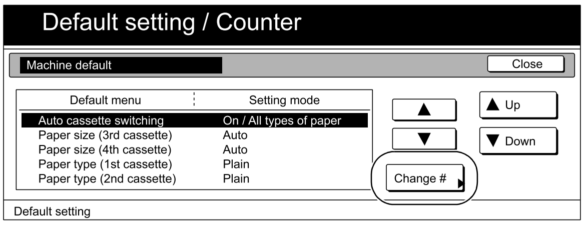
2 Select “Auto drawer switching” [“Auto cassette switching”] under the “Default menu” column on the left side of the touch panel and then press the “Change #” key. The “Auto drawer switching” [“Auto cassette switching”] screen will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Auto drawer switching	On / All types of paper
Paper size (3rd drawer)	Auto
Paper size (4rd drawer)	Auto
Paper type (1st drawer)	Plain
Paper type (2nd drawer)	Plain

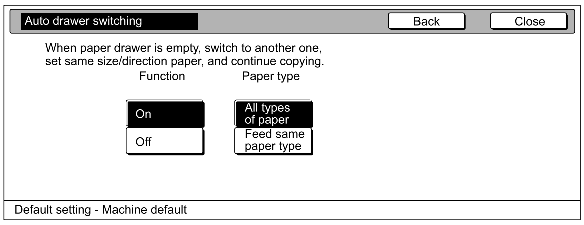
Metric specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Auto cassette switching	On / All types of paper
Paper size (3rd cassette)	Auto
Paper size (4th cassette)	Auto
Paper type (1st cassette)	Plain
Paper type (2nd cassette)	Plain

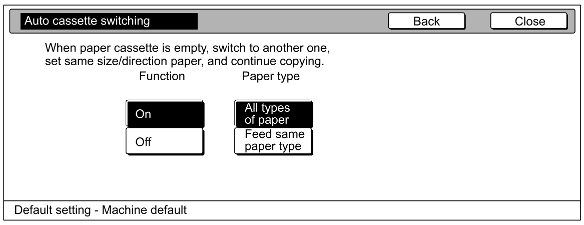
3 Press the “On” key to automatic drawer[cassette] switching ON.

Inch specifications


Auto drawer switching
Back
Close
Function
Paper type
On
Off
All types of paper
Feed same paper type
Default setting - Machine default

When paper drawer is empty, switch to another one, set same size/direction paper, and continue copying.

Metric specifications


Auto cassette switching
Back
Close
Function
Paper type
On
Off
All types of paper
Feed same paper type
Default setting - Machine default

When paper cassette is empty, switch to another one, set same size/direction paper, and continue copying.

4 In order to prevent a drawer[cassette] that holds a different type of paper from being switched to when the automatic drawer[cassette] switching function is turned ON, press the “Feed same paper type” key under “Paper type”.

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

5 Press the “Close” key. The touch panel will return to the screen in step 2.

6 Press the “Close” key once again. The touch panel will return to the “Default setting” screen.

7 Press the “End” key. The touch panel will return to the contents of the “Basic” tab.

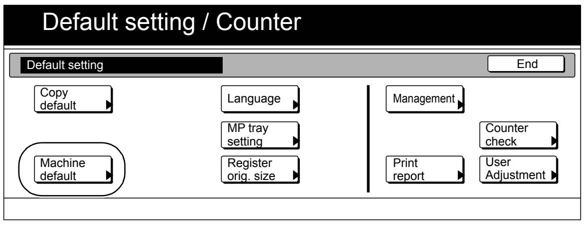
Paper size (drawer[cassette] No.3 & No.4)

Perform the following procedure to set the size of paper that is loaded in drawer[cassette] No.3 and No.4.

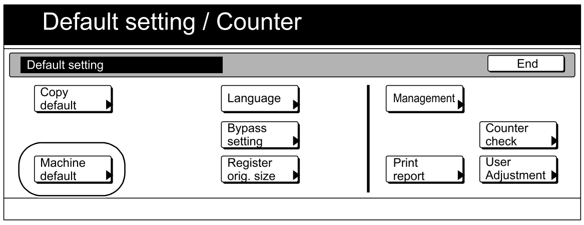
NOTE
This setting is only available when the optional Paper Feeder is installed on your copier.

1 Display the “Machine default” screen.
(See “**Accessing the machine default settings**” on page 7-44.)

Inch specifications

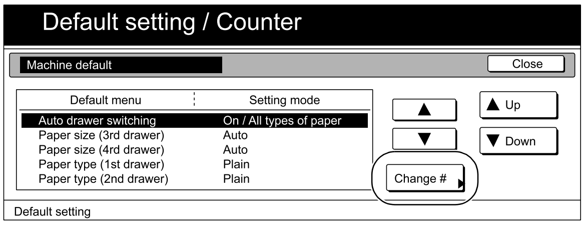

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

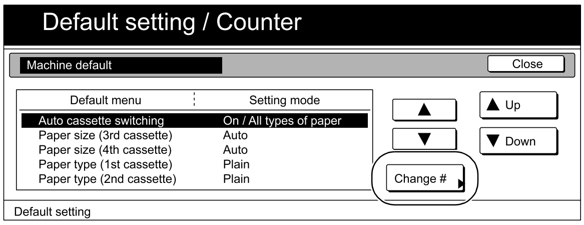
2 Select one of the “Paper size” settings (“3rd drawer[cassette]” or “4th drawer[cassette]”) under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The screen to set the paper size for that drawer[cassette] will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Auto drawer switching	On / All types of paper
Paper size (3rd drawer)	Auto
Paper size (4rd drawer)	Auto
Paper type (1st drawer)	Plain
Paper type (2nd drawer)	Plain

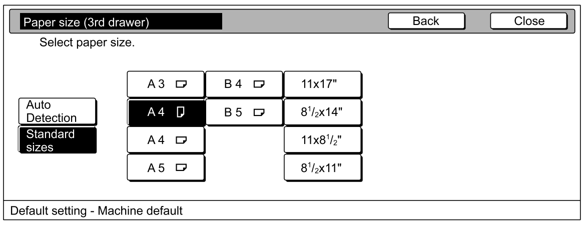
Metric specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

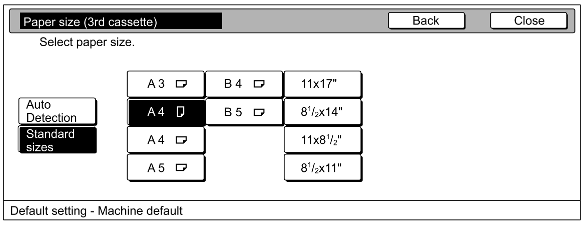
Default menu	Setting mode
Auto cassette switching	On / All types of paper
Paper size (3rd cassette)	Auto
Paper size (4th cassette)	Auto
Paper type (1st cassette)	Plain
Paper type (2nd cassette)	Plain

3 If you select “Standard sizes” (standard paper size) here, simply press the key that corresponds to the size of paper that is loaded in that drawer[cassette].

Inch specifications


Paper size (3rd drawer)
Back
Close
Select paper size.
Auto Detection
Standard sizes
A3
A4
A4
A5
B4
B5
11x17"
8 1/2x14"
11x8 1/2"
8 1/2x11"
Default setting - Machine default

Metric specifications


Paper size (3rd cassette)
Back
Close
Select paper size.
Auto Detection
Standard sizes
A3
A4
A4
A5
B4
B5
11x17"
8 1/2x14"
11x8 1/2"
8 1/2x11"
Default setting - Machine default

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Paper type (drawer[cassette] No.2 - No.4)

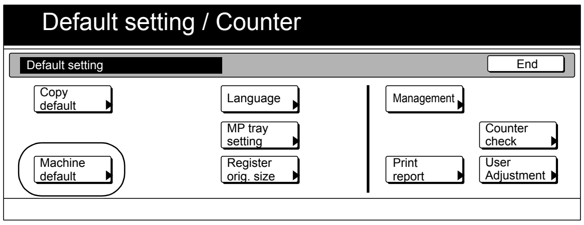
Perform the following procedure to set the type of paper that is loaded in drawers[cassettes] No.2 through No.4.

NOTES

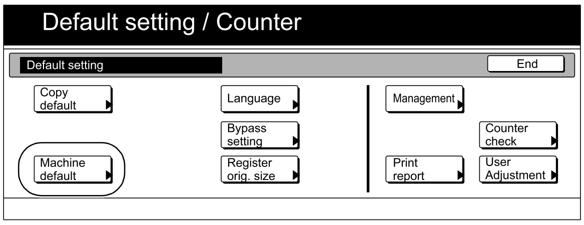
- The setting for drawer[cassette] No.3 and No.4 will only be available when the optional Paper Feeder is installed on your copier.

1 Display the "Machine default" screen.
(See "**Accessing the machine default settings**" on page 7-44.)

Inch specifications

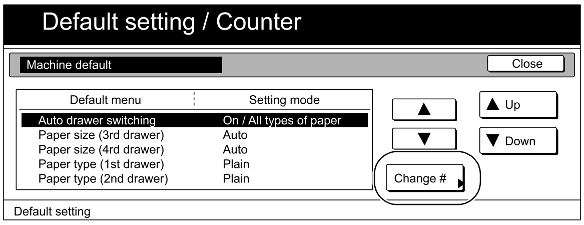

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

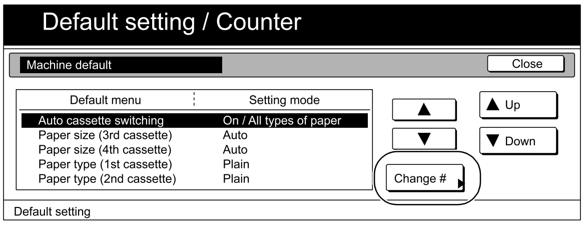
2 Select one of the "Paper type" settings ("2nd drawer[cassette]" through "4th drawer[cassette]") under the "Default menu" column on the left side of the touch panel and then press the "Change #" key.
The screen to set the paper type for that drawer[cassette] will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Auto drawer switching	On / All types of paper
Paper size (3rd drawer)	Auto
Paper size (4rd drawer)	Auto
Paper type (1st drawer)	Plain
Paper type (2nd drawer)	Plain

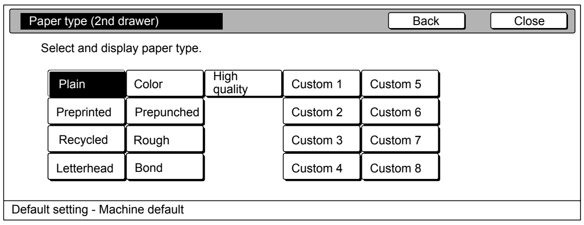
Metric specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

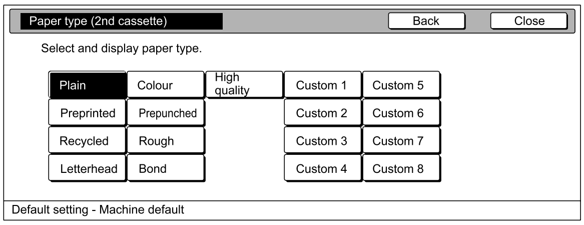
Default menu	Setting mode
Auto cassette switching	On / All types of paper
Paper size (3rd cassette)	Auto
Paper size (4th cassette)	Auto
Paper type (1st cassette)	Plain
Paper type (2nd cassette)	Plain

3 Press the key that corresponds to the type of paper that is loaded in that drawer[cassette].

Inch specifications


Paper type (2nd drawer)
Back
Close
Select and display paper type.
Plain
Color
High quality
Custom 1
Custom 5
Preprinted
Prepunched
Custom 2
Custom 6
Recycled
Rough
Custom 3
Custom 7
Letterhead
Bond
Custom 4
Custom 8
Default setting - Machine default

Metric specifications


Paper type (2nd cassette)
Back
Close
Select and display paper type.
Plain
Colour
High quality
Custom 1
Custom 5
Preprinted
Prepunched
Custom 2
Custom 6
Recycled
Rough
Custom 3
Custom 7
Letterhead
Bond
Custom 4
Custom 8
Default setting - Machine default

NOTE

If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

4 Press the "Close" key.
The touch panel will return to the screen in step 2.

5 Press the "Close" key once again.
The touch panel will return to the "Default setting" screen.

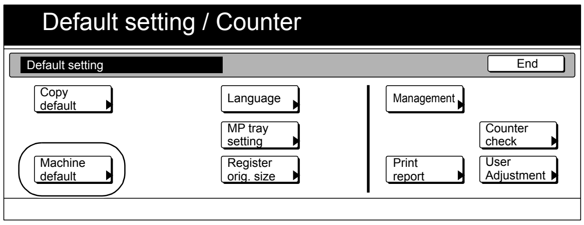
6 Press the "End" key.
The touch panel will return to the contents of the "Basic" tab.

MP tray settings display ON/OFF

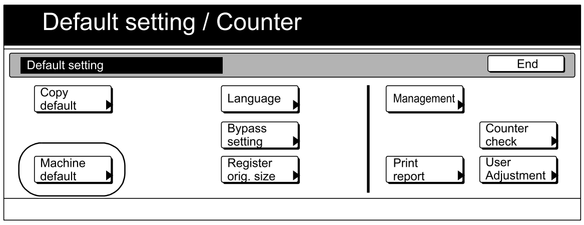
Perform the following procedure to have the “MP tray setting” screen appear whenever the “MP tray” key is pressed in the “Basic” tab.

1 Display the “Machine default” screen.
(See “**Accessing the machine default settings**” on page 7-44.)

Inch specifications

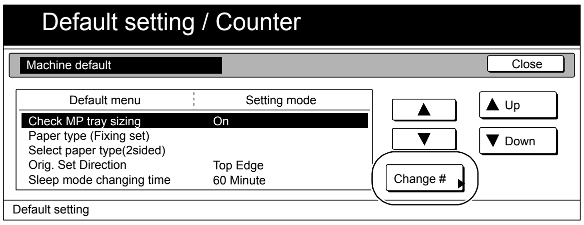

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

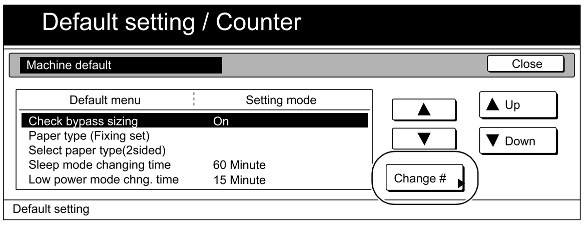
2 Select “Check MP tray sizing” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Check MP tray sizing” screen will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
Up
Down
Change #
Default setting

Default menu	Setting mode
Check MP tray sizing	On
Paper type (Fixing set)	
Select paper type(2sided)	
Orig. Set Direction	Top Edge
Sleep mode changing time	60 Minute

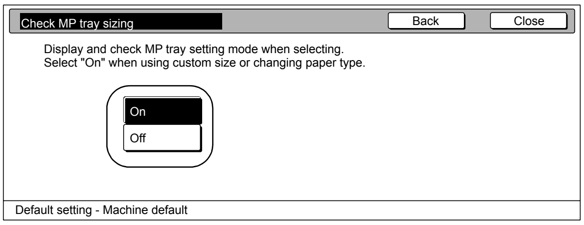
Metric specifications


Default setting / Counter
Machine default
Close
Up
Down
Change #
Default setting

Default menu	Setting mode
Check bypass sizing	On
Paper type (Fixing set)	
Select paper type(2sided)	
Sleep mode changing time	60 Minute
Low power mode chng. time	15 Minute

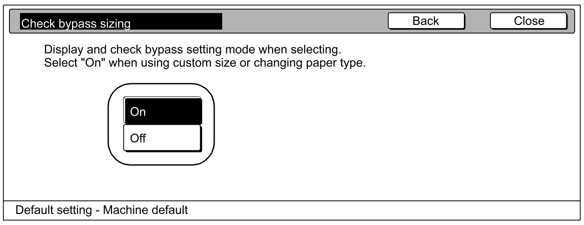
3 Press the “On” key if you want to have the “MP tray setting” screen appear.

Inch specifications


Check MP tray sizing
Back
Close
On
Off
Default setting - Machine default

Display and check MP tray setting mode when selecting.
Select "On" when using custom size or changing paper type.

Metric specifications


Check bypass sizing
Back
Close
On
Off
Default setting - Machine default

Display and check bypass setting mode when selecting.
Select "On" when using custom size or changing paper type.

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

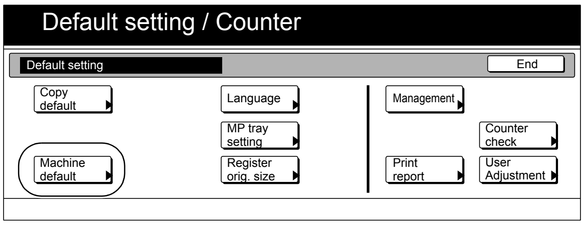
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Paper type (Set fixing temperature)

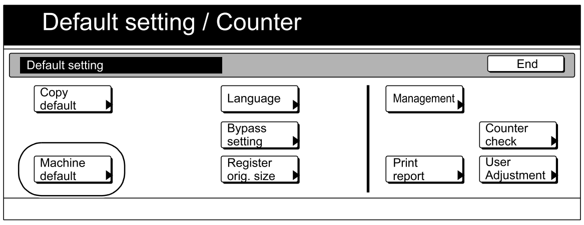
Perform the following procedure to set the fixing temperature for each custom paper type (custom 1 – custom 8).

1 Display the “Machine default” screen.
(See “**Accessing the machine default settings**” on page 7-44.)

Inch specifications

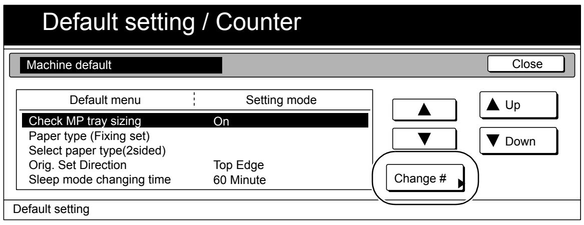

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

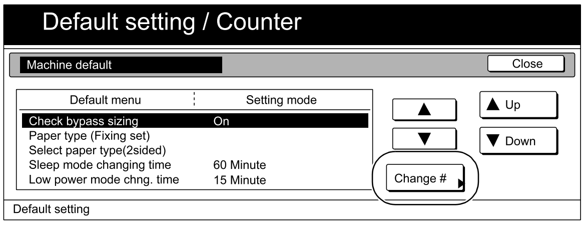
2 Select “Paper type (Fixing set)” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Paper type (Fixing set)” screen will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Check MP tray sizing	On
Paper type (Fixing set)	
Select paper type(2sided)	
Orig. Set Direction	Top Edge
Sleep mode changing time	60 Minute

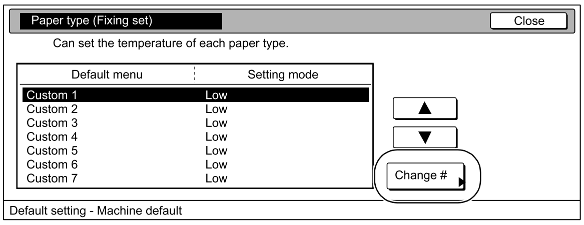
Metric specifications


Default setting / Counter
Machine default
Close
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Check bypass sizing	On
Paper type (Fixing set)	
Select paper type(2sided)	
Sleep mode changing time	60 Minute
Low power mode chng. time	15 Minute

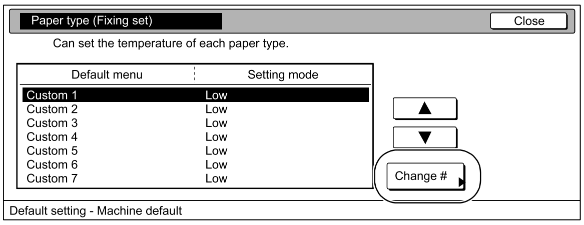
3 Select one of the “custom” paper type settings (“Custom 1” through “Custom 8”) under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.

Inch specifications


Paper type (Fixing set)
Close
Can set the temperature of each paper type.
▲
▼
Change #
Default setting - Machine default

Default menu	Setting mode
Custom 1	Low
Custom 2	Low
Custom 3	Low
Custom 4	Low
Custom 5	Low
Custom 6	Low
Custom 7	Low

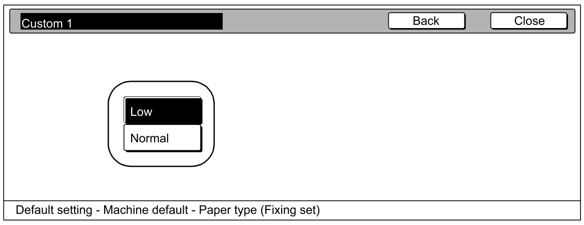
Metric specifications


Paper type (Fixing set)
Close
Can set the temperature of each paper type.
▲
▼
Change #
Default setting - Machine default

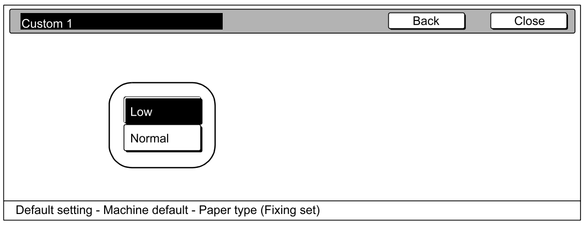
Default menu	Setting mode
Custom 1	Low
Custom 2	Low
Custom 3	Low
Custom 4	Low
Custom 5	Low
Custom 6	Low
Custom 7	Low

4 If you are using thick paper, select the “Normal” key.

Inch specifications


Custom 1
Back
Close
Low
Normal
Default setting - Machine default - Paper type (Fixing set)

Metric specifications


Custom 1
Back
Close
Low
Normal
Default setting - Machine default - Paper type (Fixing set)

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 3.

5 Press the “Close” key.
The touch panel will return to the screen in step 3.

6 Press the “Close” key.
The touch panel will return to the screen in step 2.

7 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

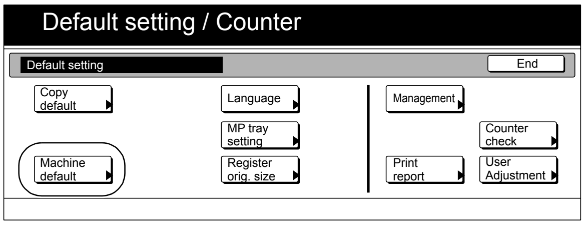
8 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Custom paper type for 2-sided copying

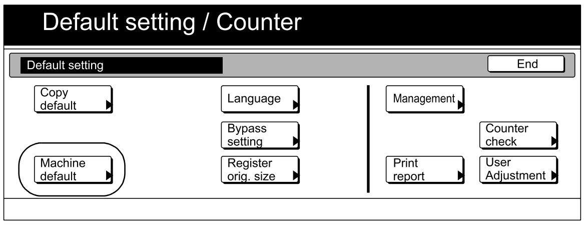
Perform the following procedure to set whether or not each custom type of paper (custom 1 – custom 8) will be available for use in 2-sided copying.

1 Display the “Machine default” screen.
(See “**Accessing the machine default settings**” on page 7-44.)

Inch specifications

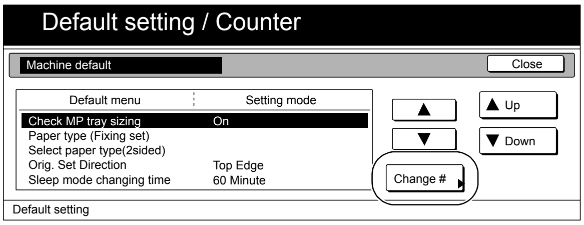

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

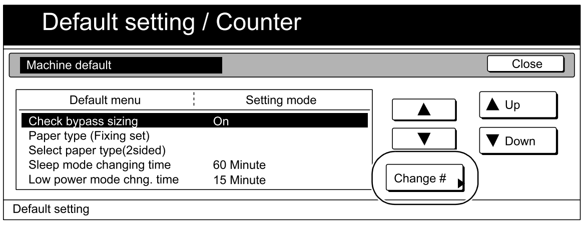
2 Select “Select paper type (2sided)” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Select paper type (2sided)” screen will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Check MP tray sizing	On
Paper type (Fixing set)	
Select paper type(2sided)	
Orig. Set Direction	Top Edge
Sleep mode changing time	60 Minute

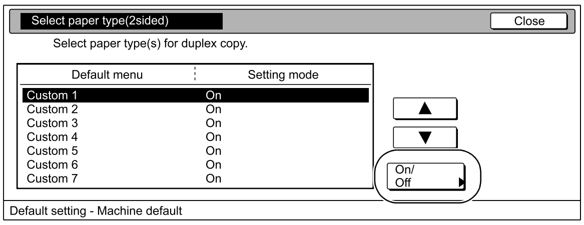
Metric specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Check bypass sizing	On
Paper type (Fixing set)	
Select paper type(2sided)	
Sleep mode changing time	60 Minute
Low power mode chng. time	15 Minute

3 Select one of the “custom” paper type settings (“Custom 1” through “Custom 8”) under the “Default menu” column on the left side of the touch panel and then press the “On / Off” key to change the setting as desired. Make sure the setting is “Off” for those types of paper that you do NOT want to be available for use in 2-sided copying.

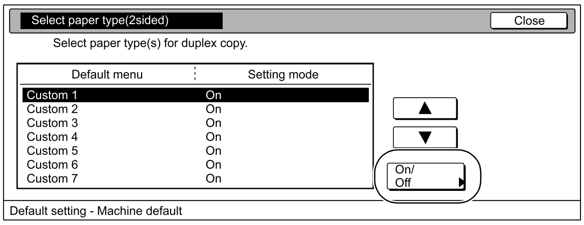
Inch specifications


Select paper type(2sided)
Close
▲
▼
On/ Off
Default setting - Machine default

Select paper type(s) for duplex copy.

Default menu	Setting mode
Custom 1	On
Custom 2	On
Custom 3	On
Custom 4	On
Custom 5	On
Custom 6	On
Custom 7	On

Metric specifications


Select paper type(2sided)
Close
▲
▼
On/ Off
Default setting - Machine default

Select paper type(s) for duplex copy.

Default menu	Setting mode
Custom 1	On
Custom 2	On
Custom 3	On
Custom 4	On
Custom 5	On
Custom 6	On
Custom 7	On

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

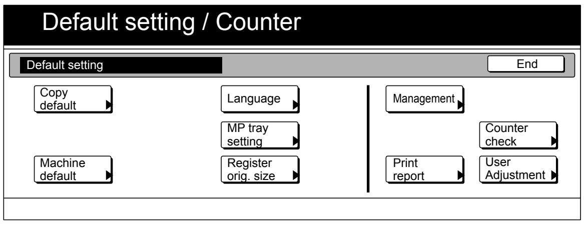
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Original set direction

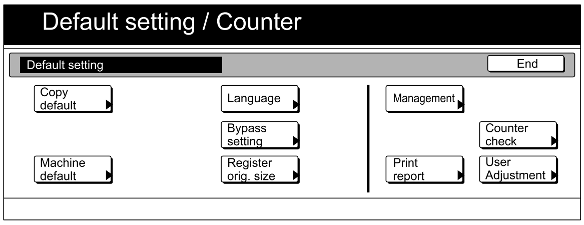
Perform the following procedure to designate the default setting for the original set direction.

1 Display the "Machine default" screen.
(See "**Accessing the machine default settings**" on page 7-44.)

Inch specifications

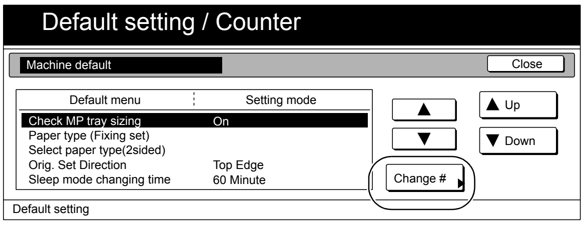

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

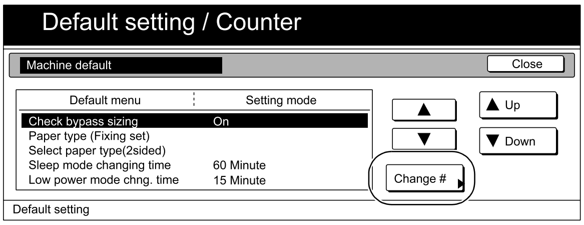
2 Select "Orig. set direction" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key.
The "Orig. set direction" screen will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Check MP tray sizing	On
Paper type (Fixing set)	
Select paper type(2sided)	
Orig. Set Direction	Top Edge
Sleep mode changing time	60 Minute

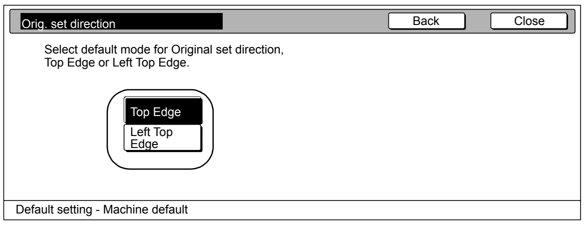
Metric specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Check bypass sizing	On
Paper type (Fixing set)	
Select paper type(2sided)	
Sleep mode changing time	60 Minute
Low power mode chng. time	15 Minute

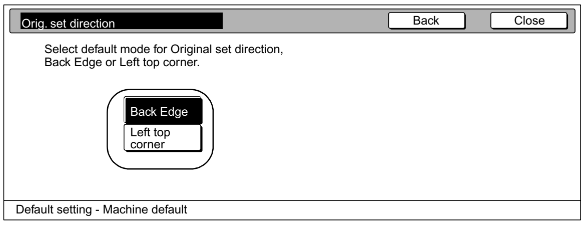
3 Select either "Top Edge" ["Back Edge"] or "Left Top Edge".

Inch specifications


Orig. set direction
Back
Close
Top Edge
Left Top Edge
Default setting - Machine default

Select default mode for Original set direction, Top Edge or Left Top Edge.

Metric specifications


Orig. set direction
Back
Close
Back Edge
Left top corner
Default setting - Machine default

Select default mode for Original set direction, Back Edge or Left top corner.

NOTE
If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

---

4 Press the "Close" key.
The touch panel will return to the screen in step 2.

5 Press the "Close" key once again.
The touch panel will return to the "Default setting" screen.

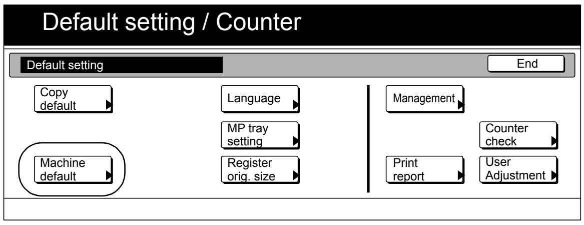
6 Press the "End" key.
The touch panel will return to the contents of the "Basic" tab.

Auto sleep time

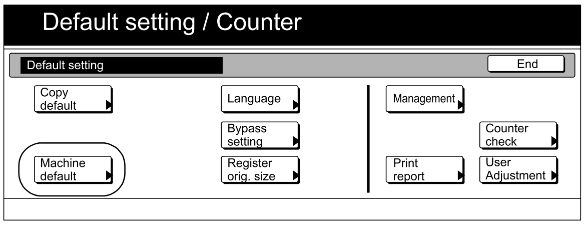
Perform the following procedure to set the amount of time that will elapse after copying, or if no operation is performed, before the auto sleep function turns the copier OFF.

1 Display the “Machine default” screen.
(See “**Accessing the machine default settings**” on page 7-44.)

Inch specifications

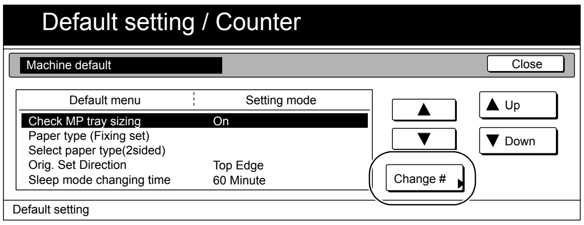

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

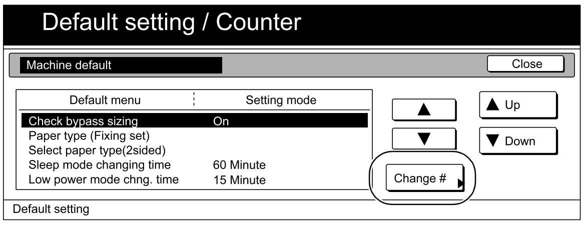
2 Select “Sleep mode changing time” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Sleep mode changing time” screen will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Check MP tray sizing	On
Paper type (Fixing set)	
Select paper type(2sided)	
Orig. Set Direction	Top Edge
Sleep mode changing time	60 Minute

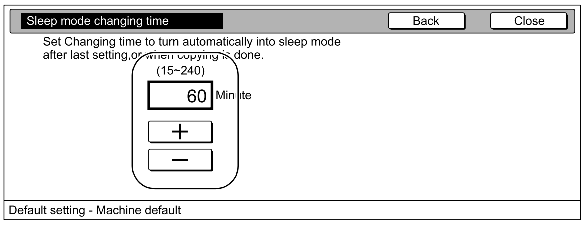
Metric specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Check bypass sizing	On
Paper type (Fixing set)	
Select paper type(2sided)	
Sleep mode changing time	60 Minute
Low power mode chng. time	15 Minute

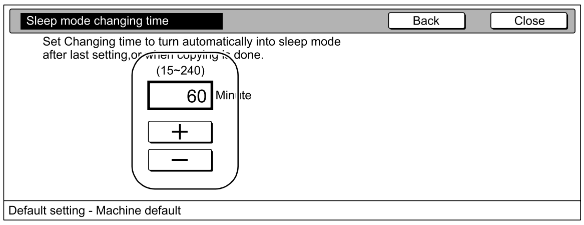
3 Press the “+” key or the “-” key to change the displayed time to the desired setting (between 15 minutes and 240 minutes).

Inch specifications


Sleep mode changing time
Back
Close
+
−
Default setting - Machine default

Set Changing time to turn automatically into sleep mode after last setting,or when copying is done.
(15~240)
60 Minute

Metric specifications


Sleep mode changing time
Back
Close
+
−
Default setting - Machine default

Set Changing time to turn automatically into sleep mode after last setting,or when copying is done.
(15~240)
60 Minute

NOTES

- It is recommended that you try to set a longer time interval before auto sleep engages if you use the copier frequently, and to a shorter time if there are long intervals between use.
- If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

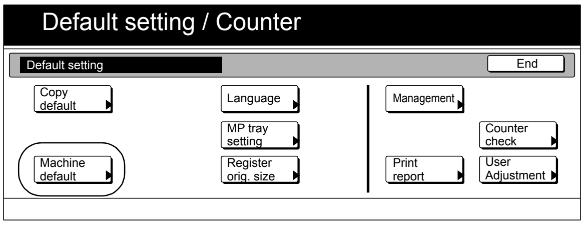
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Auto low power time

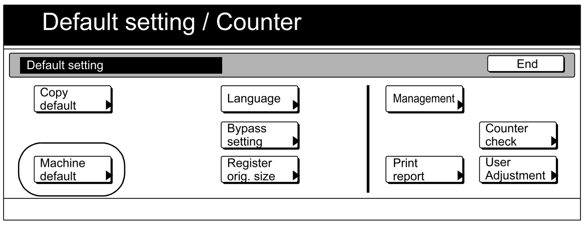
Perform the following procedure to set the amount of time between the point that copying ends and the energy-saving Low power mode engages.

1 Display the "Machine default" screen.
(See "**Accessing the machine default settings**" on page 7-44.)

Inch specifications

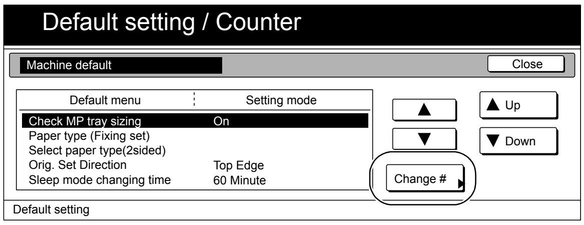

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

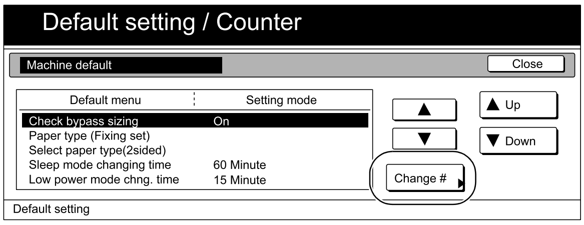
2 Select "Low power mode chng. time" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key.
The "Low power mode chng. time" screen will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Check MP tray sizing	On
Paper type (Fixing set)	
Select paper type(2sided)	
Orig. Set Direction	Top Edge
Sleep mode changing time	60 Minute

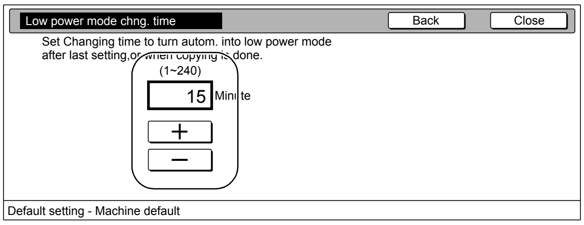
Metric specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Check bypass sizing	On
Paper type (Fixing set)	
Select paper type(2sided)	
Sleep mode changing time	60 Minute
Low power mode chng. time	15 Minute

3 Press the "+" key or the "-" key to change the displayed time to that desired (any available setting between 1 minute and 240 minutes).

Inch specifications

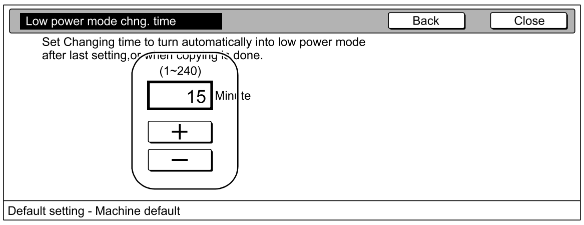

Low power mode chng. time
Back
Close
+
−
Default setting - Machine default

Set Changing time to turn autom. into low power mode after last setting,or when copying is done.

(1~240)

15 Minute

Metric specifications


Low power mode chng. time
Back
Close
+
−
Default setting - Machine default

Set Changing time to turn automatically into low power mode after last setting,or when copying is done.

(1~240)

15 Minute

NOTES

- The setting can be made to any 1-minute increment between 1 minute and 45 minutes, 60 minutes, 90 minutes, 120 minutes, 180 minutes or 240 minutes.
- If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

4 Press the "Close" key.
The touch panel will return to the screen in step 2.

5 Press the "Close" key once again.
The touch panel will return to the "Default setting" screen.

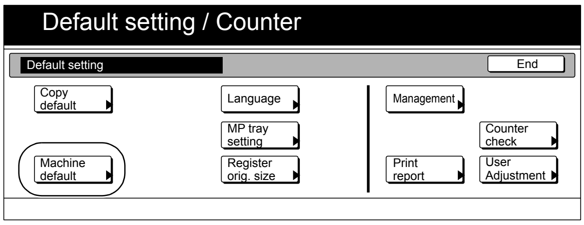
6 Press the "End" key.
The touch panel will return to the contents of the "Basic" tab.

Copy eject location

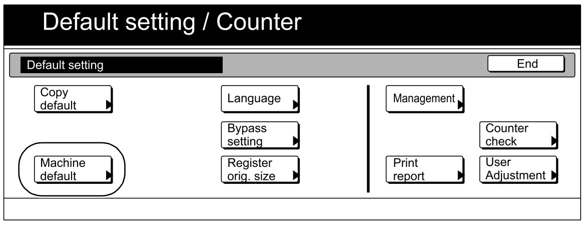
Sets the location for the ejection of finished copies.

1 Display the “Machine default” screen.
(See “**Accessing the machine default settings**” on page 7-44.)

Inch specifications

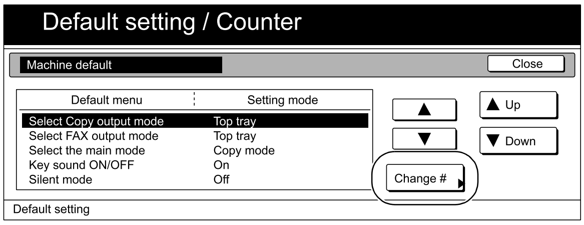

Default setting / Counter
Default setting
End
Copy default
Language
MP tray setting
Register orig. size
Management
Counter check
Print report
User Adjustment
Machine default

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Bypass setting
Register orig. size
Management
Counter check
Print report
User Adjustment
Machine default

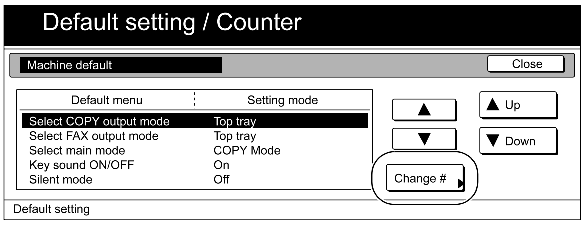
2 Select “Select Copy output mode” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Select Copy output mode” screen will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Select Copy output mode	Top tray
Select FAX output mode	Top tray
Select the main mode	Copy mode
Key sound ON/OFF	On
Silent mode	Off

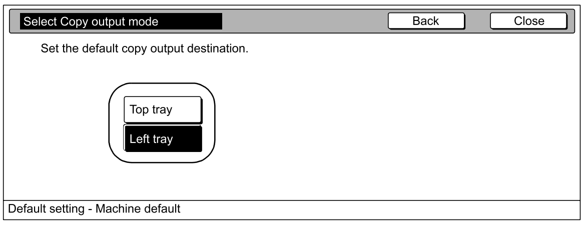
Metric specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Select COPY output mode	Top tray
Select FAX output mode	Top tray
Select main mode	COPY Mode
Key sound ON/OFF	On
Silent mode	Off

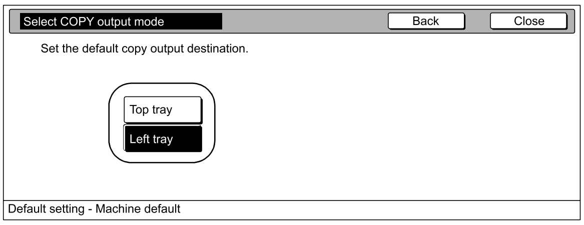
3 Press the key that corresponds to the desired location.

Inch specifications


Select Copy output mode
Back
Close
Top tray
Left tray
Default setting - Machine default

Set the default copy output destination.

Metric specifications


Select COPY output mode
Back
Close
Top tray
Left tray
Default setting - Machine default

Set the default copy output destination.

NOTES

- If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.
- You can select between “Top tray” and “Finisher” when the optional Document Finisher is installed on your copier.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

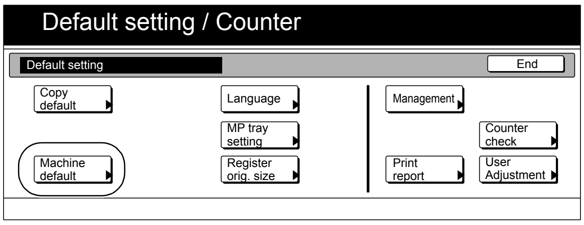
Fax eject location

Sets the location for ejection of received faxes and for printed reports.

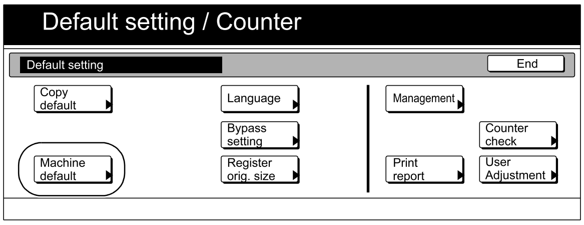
NOTE
This setting is only available when the optional Fax Kit and Document Finisher are installed on your copier.

1 Display the “Machine default” screen.
(See “**Accessing the machine default settings**” on page 7-44.)

Inch specifications

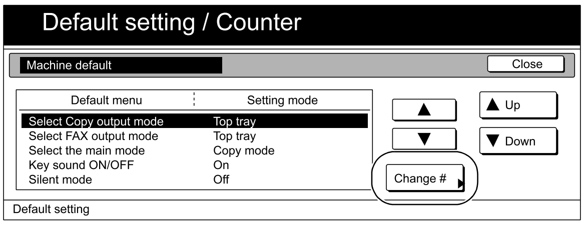

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

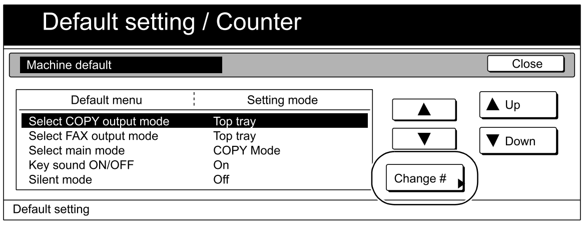
2 Select “Select FAX output mode” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Select FAX output mode” screen will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Select Copy output mode	Top tray
Select FAX output mode	Top tray
Select the main mode	Copy mode
Key sound ON/OFF	On
Silent mode	Off

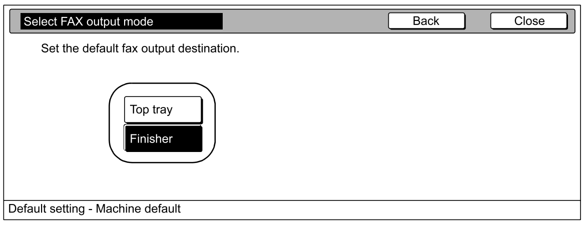
Metric specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Select COPY output mode	Top tray
Select FAX output mode	Top tray
Select main mode	COPY Mode
Key sound ON/OFF	On
Silent mode	Off

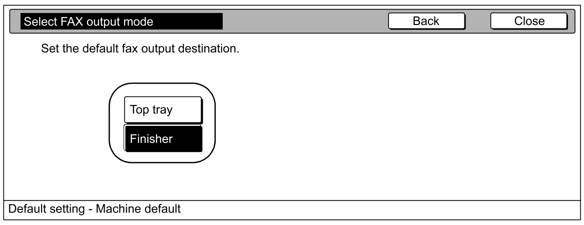
3 Press the key that corresponds to the desired location.

Inch specifications


Select FAX output mode
Back
Close
Top tray
Finisher
Default setting - Machine default

Set the default fax output destination.

Metric specifications


Select FAX output mode
Back
Close
Top tray
Finisher
Default setting - Machine default

Set the default fax output destination.

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

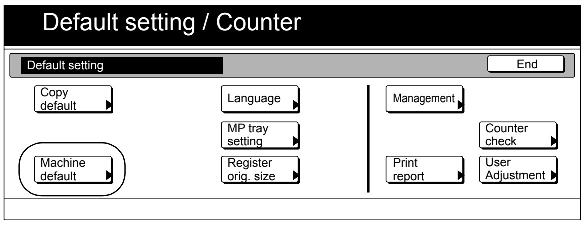
Default operation mode

Perform the following procedure to set whether the display that appears after power is turned on to the copier will be the one for the copy operation mode or for the fax operation mode.

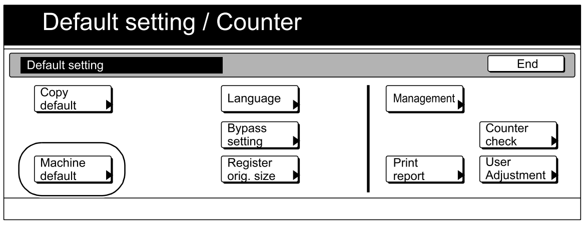
NOTE
This setting is only available when the optional Fax Kit is installed in your copier.

1 Display the “Machine default” screen.
(See “**Accessing the machine default settings**” on page 7-44.)

Inch specifications

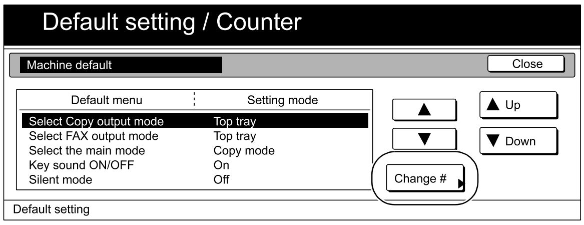

Default setting / Counter
Default setting
End
Copy default
Machine default
Language
MP tray setting
Register orig. size
Management
Print report
Counter check
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Machine default
Language
Bypass setting
Register orig. size
Management
Print report
Counter check
User Adjustment

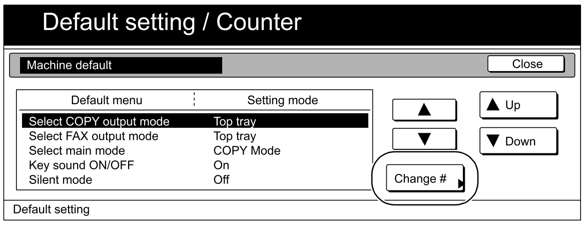
2 Select “Select the main mode” [“Select main mode”] under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Select the main mode” [“Select main mode”] screen will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Select Copy output mode	Top tray
Select FAX output mode	Top tray
Select the main mode	Copy mode
Key sound ON/OFF	On
Silent mode	Off

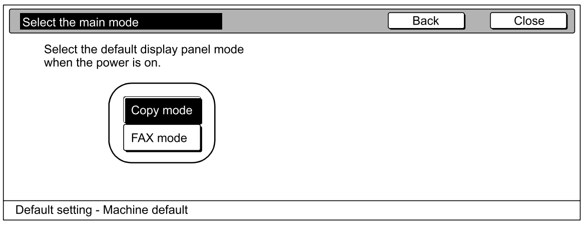
Metric specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Select COPY output mode	Top tray
Select FAX output mode	Top tray
Select main mode	COPY Mode
Key sound ON/OFF	On
Silent mode	Off

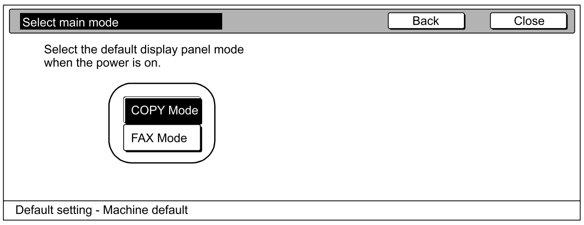
3 Select the “Copy mode” key or the “FAX mode” key, as appropriate.

Inch specifications


Select the main mode
Back
Close
Copy mode
FAX mode
Default setting - Machine default

Select the default display panel mode when the power is on.

Metric specifications


Select main mode
Back
Close
COPY Mode
FAX Mode
Default setting - Machine default

Select the default display panel mode when the power is on.

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

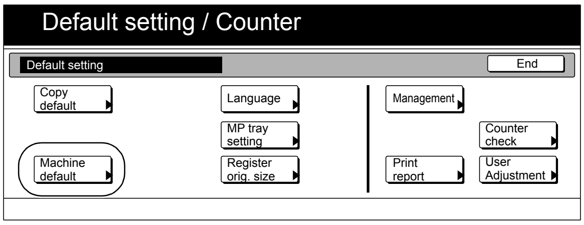
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Touch panel sound ON/OFF

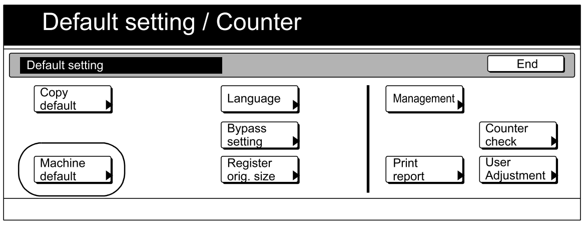
Perform the following procedure to set whether or not the touch panel will emit a “beep” sound each time a key is pressed. Select “Off” if you want to turn the sound OFF.

1 Display the “Machine default” screen.
(See “**Accessing the machine default settings**” on page 7-44.)

Inch specifications

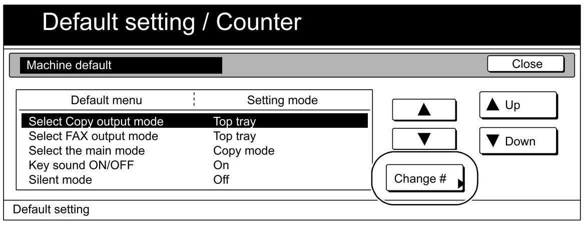

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

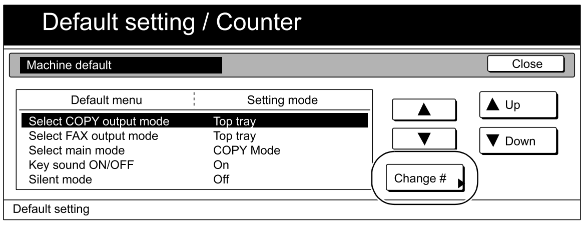
2 Select “Key sound ON/OFF” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Key sound ON/OFF” screen will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Select Copy output mode	Top tray
Select FAX output mode	Top tray
Select the main mode	Copy mode
Key sound ON/OFF	On
Silent mode	Off

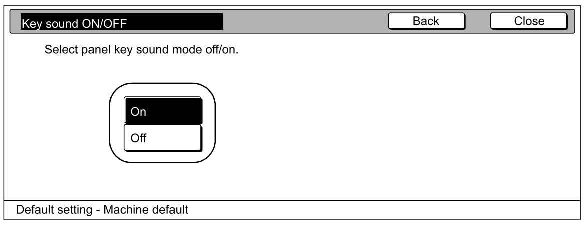
Metric specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Select COPY output mode	Top tray
Select FAX output mode	Top tray
Select main mode	COPY Mode
Key sound ON/OFF	On
Silent mode	Off

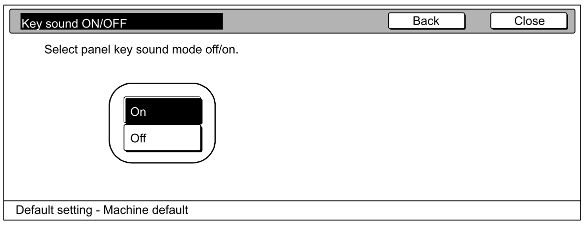
3 Press the “On” key or the “Off” key to turn the sound on the touch panel ON or OFF, as desired.

Inch specifications


Key sound ON/OFF
Back
Close
On
Off
Default setting - Machine default

Select panel key sound mode off/on.

Metric specifications


Key sound ON/OFF
Back
Close
On
Off
Default setting - Machine default

Select panel key sound mode off/on.

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

---

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

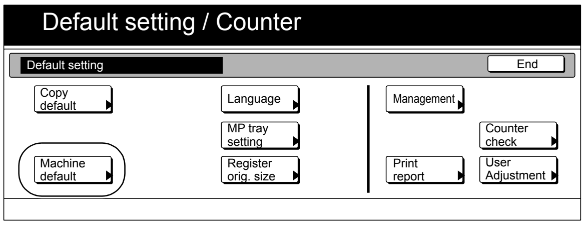
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Silent mode ON/OFF

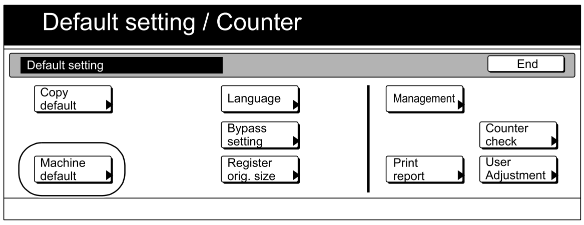
Perform the following procedure to set whether or not to use the silent mode which shortens the length of time that the laser data writing motor continues to spin after each copy job is finished. Turn the silent mode ON if the noise of the motor bothers you in any way.

1 Display the “Machine default” screen.
(See “**Accessing the machine default settings**” on page 7-44.)

Inch specifications

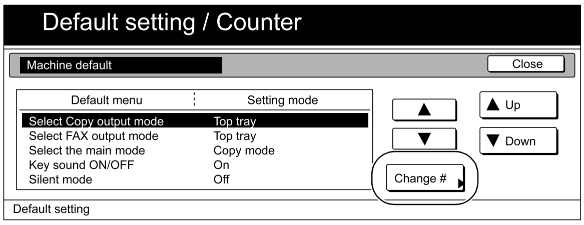

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

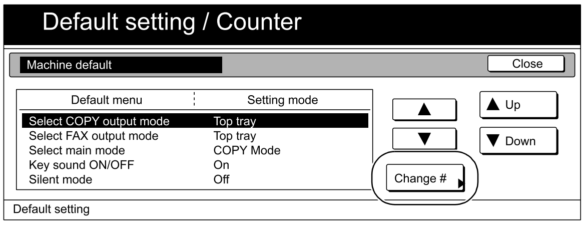
2 Select “Silent mode” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Silent mode” screen will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Select Copy output mode	Top tray
Select FAX output mode	Top tray
Select the main mode	Copy mode
Key sound ON/OFF	On
Silent mode	Off

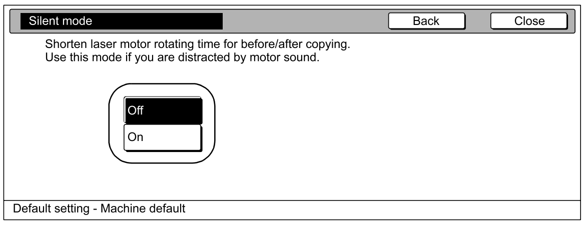
Metric specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Select COPY output mode	Top tray
Select FAX output mode	Top tray
Select main mode	COPY Mode
Key sound ON/OFF	On
Silent mode	Off

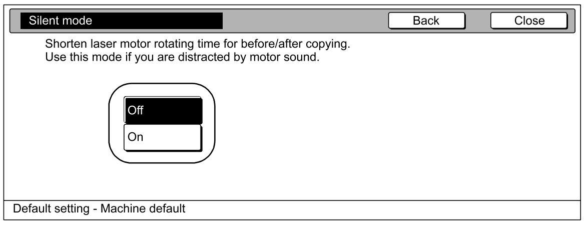
3 Press the “On” key if you want to use the silent mode.

Inch specifications


Silent mode
Back
Close
Off
On
Default setting - Machine default

Shorten laser motor rotating time for before/after copying.
Use this mode if you are distracted by motor sound.

Metric specifications


Silent mode
Back
Close
Off
On
Default setting - Machine default

Shorten laser motor rotating time for before/after copying.
Use this mode if you are distracted by motor sound.

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

---

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

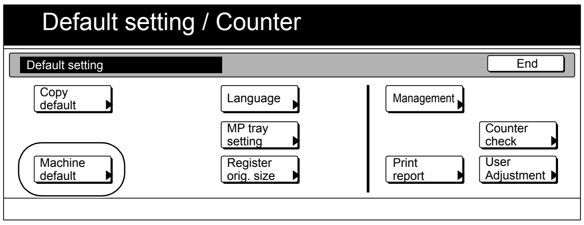
Day & time

Perform the following procedure to set the current date and time.

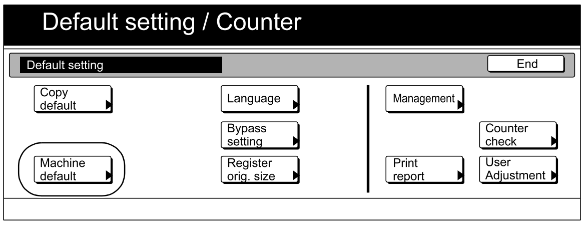
NOTE
BE SURE to perform the "**Time difference**" setting prior to setting the day and time.

1 Display the "Machine default" screen.
(See "**Accessing the machine default settings**" on page 7-44.)

Inch specifications

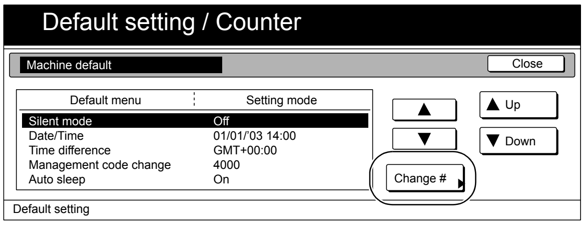

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

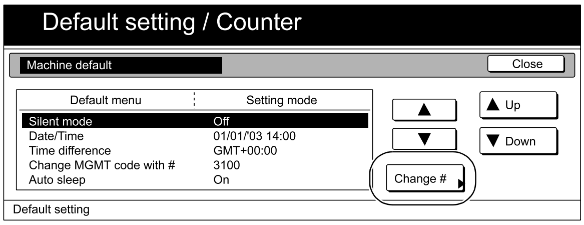
2 Select "Date/Time" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key.
The "Date/Time" screen will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Silent mode	Off
Date/Time	01/01/'03 14:00
Time difference	GMT+00:00
Management code change	4000
Auto sleep	On

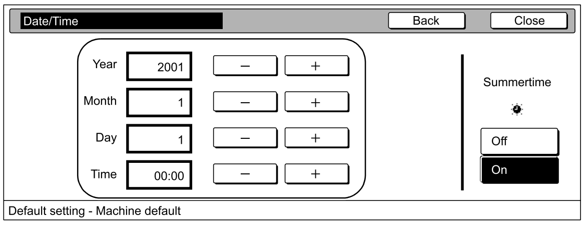
Metric specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Silent mode	Off
Date/Time	01/01/'03 14:00
Time difference	GMT+00:00
Change MGMT code with #	3100
Auto sleep	On

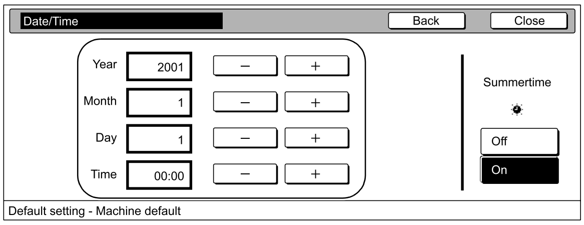
3 Press the "+" key or the "-" key to change the displayed information for each field ("Year", "Month", "Day" and "Time") to the current time and date.
If you want the time to be automatically calculated for daylight savings time, press the "On" key under "Summertime".

Inch specifications


Date/Time
Back
Close
−
+
Summertime
Off
On
Default setting - Machine default

Year 2001
Month 1
Day 1
Time 00:00

Metric specifications


Date/Time
Back
Close
−
+
Summertime
Off
On
Default setting - Machine default

Year 2001
Month 1
Day 1
Time 00:00

NOTE
If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

4 Press the "Close" key.
The touch panel will return to the screen in step 2.

5 Press the "Close" key once again.
The touch panel will return to the "Default setting" screen.

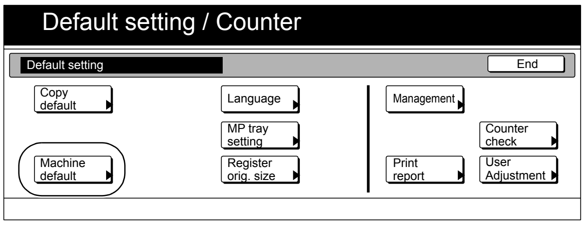
6 Press the "End" key.
The touch panel will return to the contents of the "Basic" tab.

Time difference

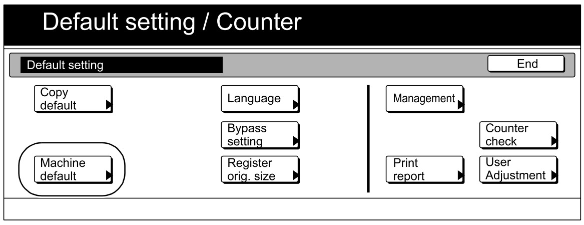
Sets the time difference from the world standard time (GMT).

1 Display the "Machine default" screen.
(See "**Accessing the machine default settings**" on page 7-44.)

Inch specifications

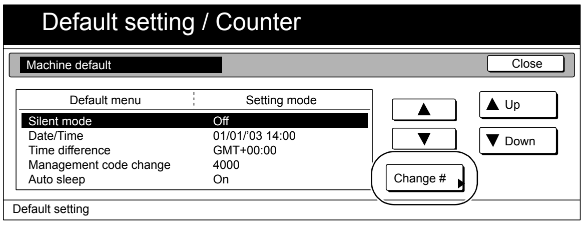

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

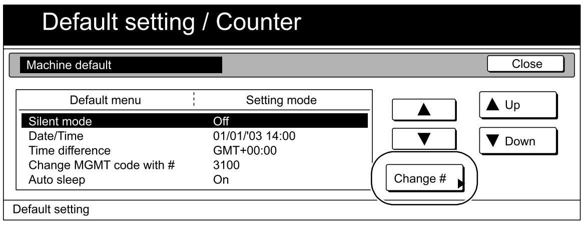
2 Select "Time difference" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key.
The "Time difference" screen will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Silent mode	Off
Date/Time	01/01/'03 14:00
Time difference	GMT+00:00
Management code change	4000
Auto sleep	On

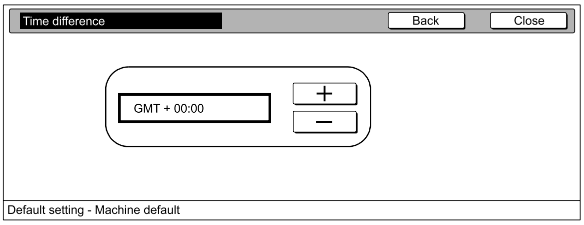
Metric specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Silent mode	Off
Date/Time	01/01/'03 14:00
Time difference	GMT+00:00
Change MGMT code with #	3100
Auto sleep	On

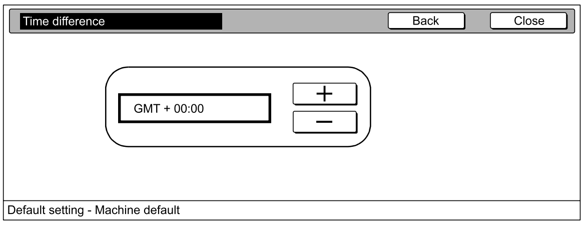
3 Press the "+" key or the "-" key to change the displayed time difference to the desired setting.

Inch specifications


Time difference
Back
Close
+
−
Default setting - Machine default

GMT + 00:00

Metric specifications


Time difference
Back
Close
+
−
Default setting - Machine default

GMT + 00:00

NOTE
If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

4 Press the "Close" key.
The touch panel will return to the screen in step 2.

5 Press the "Close" key once again.
The touch panel will return to the "Default setting" screen.

6 Press the "End" key.
The touch panel will return to the contents of the "Basic" tab.

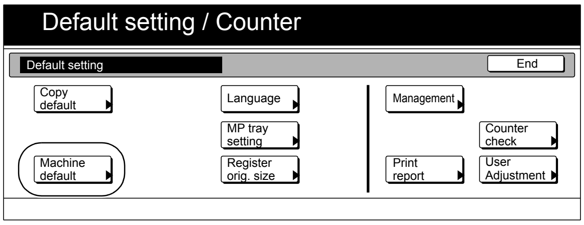
Changing the management code

Perform the following procedure to change the management code used by the copy manager.

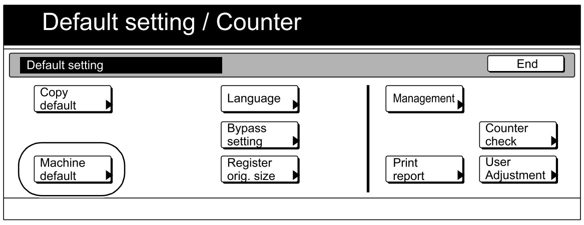
IMPORTANT!
If you change the management code from its factory default, be sure to keep some sort of record of the new management code. If, for any reason, you forget the registered management code, you will need to contact your service representative.

1 Display the “Machine default” screen.
(See “**Accessing the machine default settings**” on page 7-44.)

Inch specifications

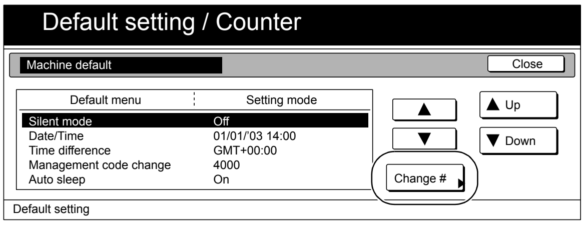

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

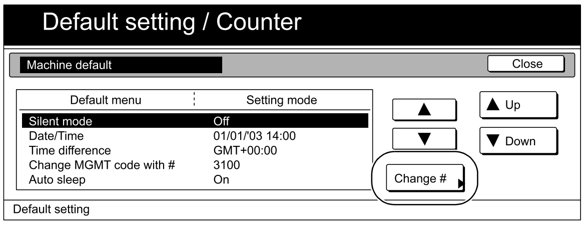
2 Select “Management code change” [“Change MGMT code with #”] under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Management code change” [“Change MGMT code with #”] screen will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Silent mode	Off
Date/Time	01/01/'03 14:00
Time difference	GMT+00:00
Management code change	4000
Auto sleep	On

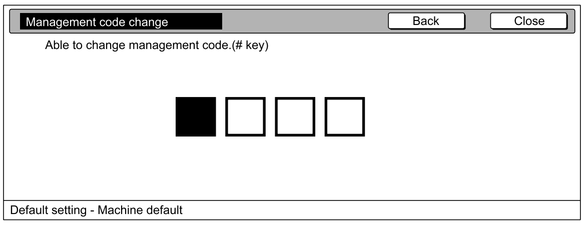
Metric specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Silent mode	Off
Date/Time	01/01/'03 14:00
Time difference	GMT+00:00
Change MGMT code with #	3100
Auto sleep	On

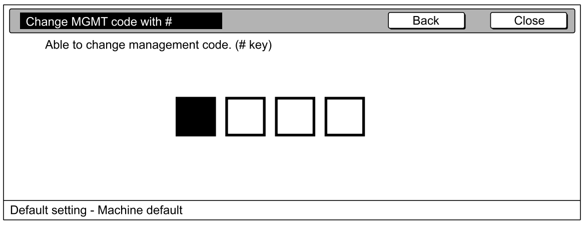
3 Use the keypad to enter a new 4-digit management code.

Inch specifications


Management code change
Back
Close
Default setting - Machine default

Able to change management code.(# key)

Metric specifications


Change MGMT code with #
Back
Close
Default setting - Machine default

Able to change management code. (# key)

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

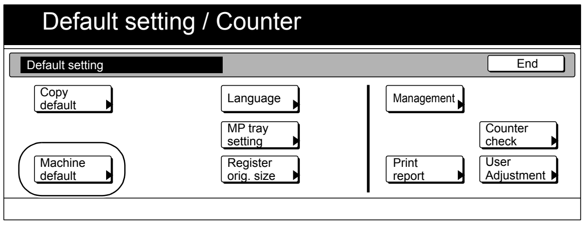
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Auto sleep ON/OFF

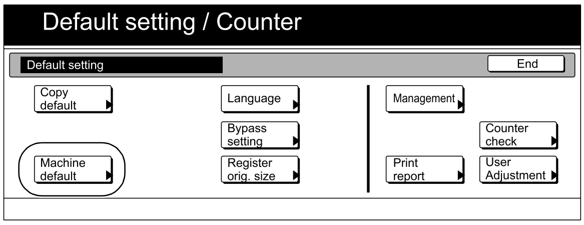
Perform the following procedure to set whether or not to have the auto sleep function automatically turn the power switch OFF a certain amount of time after copying, or if no operation has been performed on the copier during that time.

1 Display the “Machine default” screen.
(See “**Accessing the machine default settings**” on page 7-44.)

Inch specifications

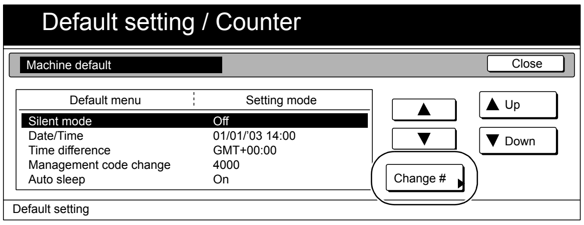

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

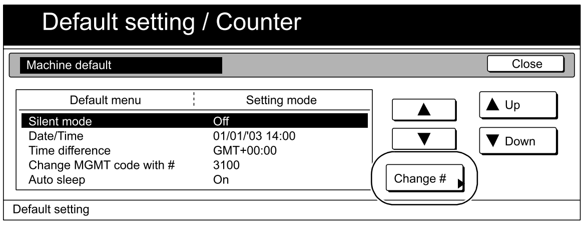
2 Select “Auto sleep” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Auto sleep” screen will be displayed.

Inch specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Silent mode	Off
Date/Time	01/01/'03 14:00
Time difference	GMT+00:00
Management code change	4000
Auto sleep	On

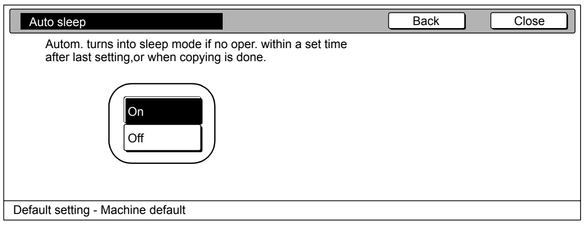
Metric specifications


Default setting / Counter
Machine default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Silent mode	Off
Date/Time	01/01/'03 14:00
Time difference	GMT+00:00
Change MGMT code with #	3100
Auto sleep	On

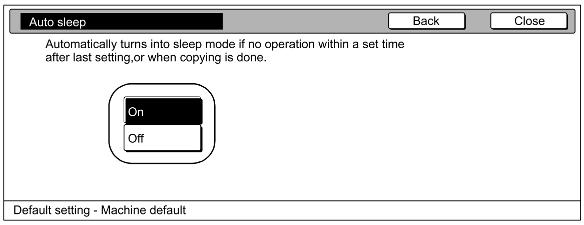
3 Press the “On” key if you want to use the auto sleep function.

Inch specifications


Auto sleep
Back
Close
On
Off
Default setting - Machine default

Autom. turns into sleep mode if no oper. within a set time after last setting,or when copying is done.

Metric specifications


Auto sleep
Back
Close
On
Off
Default setting - Machine default

Automatically turns into sleep mode if no operation within a set time after last setting,or when copying is done.

NOTES

- If auto sleep interferes with your copying operations, turn this function OFF. However, it is recommended that you try to set a longer time interval until auto sleep engages before you actually turn it OFF.
- If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Copy default settings

The following table indicates the copy default settings available in this copier.
Change any or all of the settings as desired in order to make the most effective use of your copier.

Default setting	Description	Available settings	Factory setting	Reference page
Exposure mode	Selects between auto exposure and manual exposure as the default copy exposure mode in the initial mode.	Manual / Auto	Manual	7-68
Exposure adjustment step	Changes the incremental step to be used during adjustment of the copy exposure.	1 step / 0.5 step	1 step	7-69
Original quality	Determines the default setting that will be used for the image quality in the initial mode.	Text+Photo / Photo original / Print original / Text / Map	Text+Photo	7-70
Copy mode	Sets the default mode for color copying.	Auto color (Auto colour) / Full color (Full colour) / Black white	Full color (Full colour)	7-71
A.C.S. adjustment	Adjusts the sensitivity level that the copier will use to differentiate between color originals and black and white originals when the A.C.S. (Auto Color Selection) mode is selected. The lower the setting, the more originals will be identified as color originals, and the higher the setting, the more originals will be identified as black and white originals.	1 – 5	3	7-72
Eco print mode ON/OFF	Determines whether the Eco print mode will be the default setting in the initial mode. In this case, the amount of toner that is used to make the copies will be reduced, and images will be printed out relatively lighter than normal.	Off / On	Off	7-73
Paper selection	Sets whether the copier will automatically select the same size of copy paper as the original once an original is set (APS: auto paper selection mode), or whether the drawer[cassette] selected “Default drawer” [“Default cassette”] setting will be automatically selected.	APS / Default drawer[cassette]	APS	7-74
Paper type (Auto color paper selection)	Selects the types of paper that are available for selection under the APS (Auto Paper Selection) mode when making color copies. * It is possible to select the type of paper that has been designated for the drawer[cassette] currently in use.	Off / On	On	7-75
		Plain Preprinted Recycled Letterhead Color [Colour] Prepunched Rough Bond High quality Custom 1 – Custom 8	Plain	

Default setting	Description	Available settings	Factory setting	Reference page
Paper type (Auto B/W paper selection)	Selects the types of paper that are available for selection under the APS (Auto Paper Selection) mode when making black and white copies. * It is possible to select the type of paper that has been designated for the drawer[cassette] currently in use.	Off / On	On	7-76
		Plain Preprinted Recycled Letterhead Color [Colour] Prepunched Rough Bond High quality Custom 1 – Custom 8	Plain	
Default drawer[cassette]	Sets one drawer[cassette] that will be selected automatically regardless of the size of paper loaded in that drawer[cassette]. * It is NOT possible to select the MP tray as the default drawer[cassette]. * The setting for drawer[cassette] No.3 and No.4 will only be available when the optional Paper Feeder is installed on your copier.	1st paper 2nd paper 3rd paper 4th paper	2nd paper	7-77
Cover drawer[cassette]	Sets which drawer[cassette] will be used to feed the cover sheets in the cover mode, the booklet/stitching mode and the book to booklet mode. * The setting for drawer[cassette] No.3 and No.4 will only be available when the optional Paper Feeder is installed on your copier.	1st paper 2nd paper 3rd paper 4th paper MP tray	MP tray	7-78
Default magnification ratio	Sets whether or not the auto magnification selection mode will be used to automatically calculate the appropriate magnification ratio when you select the size of copy paper.	Manual / Auto %	Manual	7-79
Auto exposure adjustment (color)	Adjusts the overall exposure level for the auto exposure mode when making color copies.	-3 – +3	Standard setting (0)	7-80
Auto exposure adjustment (B/W)	Adjusts the overall exposure level for the auto exposure mode when making black and white copies.	-3 – +3	Standard setting (0)	7-81
Auto exposure adjustment (OCR)	Adjusts the overall exposure level for scanning with OCR (Optical Character Recognition) software.	-3 – +3	Standard setting (0)	7-82

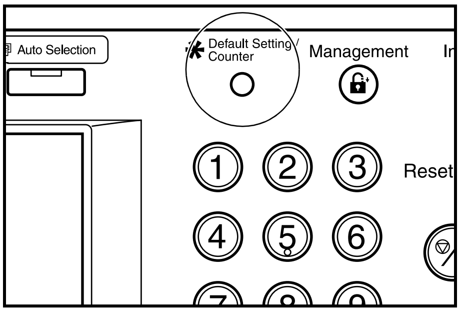
Default setting	Description	Available settings	Factory setting	Reference page
Manual exposure adjustment (text+photo mode)	Adjusts the median exposure value when the text+photo mode is selected for the image quality.	-3 – +3	Standard setting (0)	7-83
Manual exposure adjustment (photo mode)	Adjusts the median exposure value when the photo mode is selected for the image quality.	-3 – +3	Standard setting (0)	7-84
Manual exposure adjustment (print mode)	Adjusts the median exposure value when the print mode is selected for the image quality.	-3 – +3	Standard setting (0)	7-85
Manual exposure adjustment (text mode)	Adjusts the median exposure value when the text mode is selected for the image quality.	-3 – +3	Standard setting (0)	7-86
Manual exposure adjustment (map mode)	Adjusts the median exposure value when the map mode is selected for the image quality.	-3 – +3	Standard setting (0)	7-87
Sort/Offset mode ON/OFF	Determines whether or not the Sort and/or the Offset modes will be the default setting in the initial mode.	Sort mode:On / Off Offset mode:Off/On	Sort mode:On Offset mode:Off	7-88
Auto Rotation mode ON/OFF	Determines whether or not the Auto Rotation mode will be the default setting in the initial mode. If Auto Rotation is turned ON, the image will be automatically rotated even if the orientation of the original is different from that of the paper loaded in the drawers[cassettes].	Rotate / No Rotate	Rotate	7-89
Margin width	Determines the default value of the location and width of the margins in the margin mode.	**Inch specifications** Left/right: 0 – 3/4 (inches) Top/bottom: 0 – 3/4 (inches)	**Inch specifications** Left: 1/4 (inches) Top: 0 (inches)	7-90
		Metric specifications Left/right: 0 – 18 (mm) Top/bottom: 0 – 18 (mm)	**Metric specifications** Left: 6 (mm) Top: 0 (mm)	
Erased border width	Determines the default value for the width of the border to be erased in the two border erase modes.	**Inch specifications** Outside border: 0 – 3/4 (inches) Center area: 0 – 1 1/2 (inches)	**Inch specifications** Outside border: 1/4 (inches) Center area: 1/2 (inches)	7-91
		Metric specifications Outside border: 0 – 18 (mm) Center area: 0 – 36 (mm)	**Metric specifications** Outside border: 6 (mm) Center area: 12 (mm)	
Copy limit	Sets the limit for the number of copies (or copy sets) that can be made at a time.	1 – 999	999	7-92

Default setting	Description	Available settings	Factory setting	Reference page
Repeat copying ON/OFF	Sets whether or not to prohibit repeat copying, as well as whether or not to make repeat copying the default setting in the initial mode. Sets whether to turn the repeat copy mode ON or OFF.	Off / On	On	7-93
	Sets whether or not to make repeat copying the default setting in the initial mode.	Off / On	Off	
Registration keys ON/OFF	Sets whether or not to allow a "Register" key to be displayed in the screen for those function and modes which can be registered under the registration keys. Functions and/or modes can only be registered under registration keys through the "Register" key.	Off / On	On	7-94
Customize screen layout (Basic Screen)	Changes the order of the main functions and modes that are displayed in the "Basic" and the "User choice" tabs in order to make the display more appropriate to the way you use the copier. * Up to 6 functions and modes can be listed and displayed.	• Exposure Mode • Reduce/Enlarge • Orig. quality [Quality orig.] • Sort/Finish • 1/2 sided • Original size	1 Exposure Mode 2 Reduce/ Enlarge 3 Orig. quality [Quality orig.] 4 Sort/Finish 5 1/2 sided 6 Original size	7-95
Customize screen layout (User Choice)	Adds often-used functions and/or modes, and changes the order of their layout, in order to make the display more appropriate to the way you use the copier.	All functions and modes other than those in the "Basic" tab and the "main functions" in the "User choice" tab.	7 Margin 8 Border Erase [Erase] 9 Combine [Merge] 10 None 11 None 12 None 13 None	7-96

Accessing the copy default settings

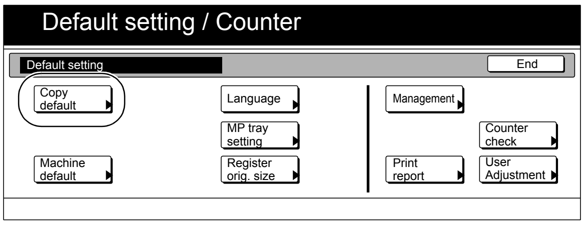
Perform the following procedure when you want to access the screens for each of the various copy default settings.

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting” screen will be displayed.

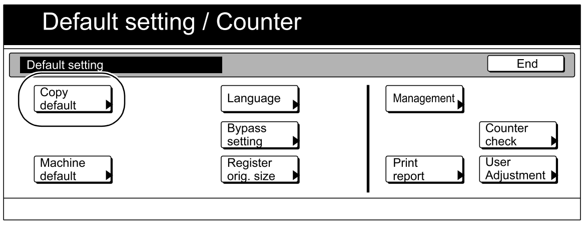

Auto Selection
Default Setting / Counter
Management
In
1
2
3
Reset
4
5
6

2 Press the “Copy default” key on the left side of the touch panel.

Inch specifications

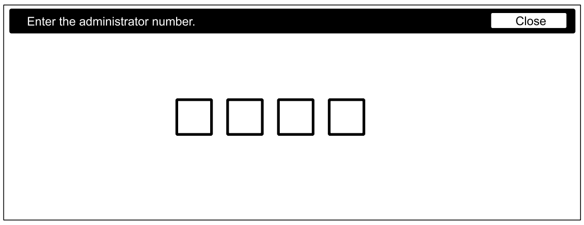

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

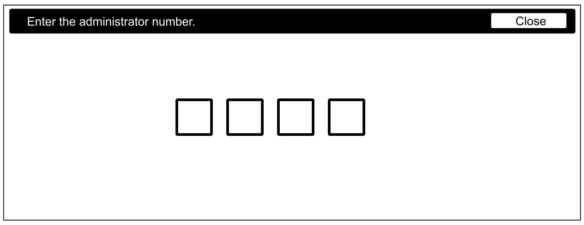
3 Use the keypad to enter the 4-digit management code. The factory default setting is “4000”.

Inch specifications



Enter the administrator number.

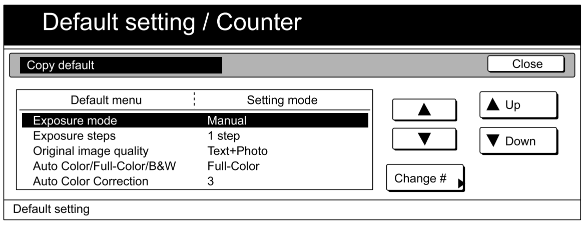
Metric specifications



Enter the administrator number.

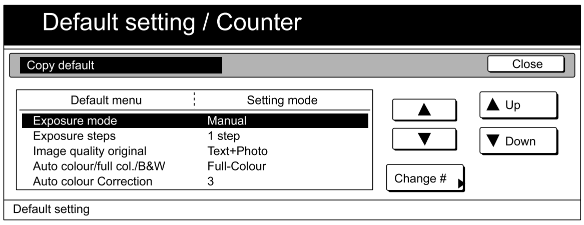
4 If the entered code matches the registered one, the “Copy default” screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Exposure mode	Manual
Exposure steps	1 step
Original image quality	Text+Photo
Auto Color/Full-Color/B&W	Full-Color
Auto Color Correction	3

Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Exposure mode	Manual
Exposure steps	1 step
Image quality original	Text+Photo
Auto colour/full col./B&W	Full-Colour
Auto colour Correction	3

NOTES

- It is possible for you to change the 4-digit management code. (See “**Changing the management code**” on page 7-61.)
- Refer to the desired procedure(s) explained under “**Making copy default settings**” and perform the corresponding setting(s).

Making copy default settings

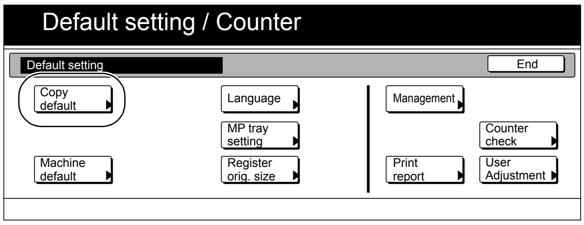
Perform the following procedure that corresponds to the desired setting.

Exposure mode

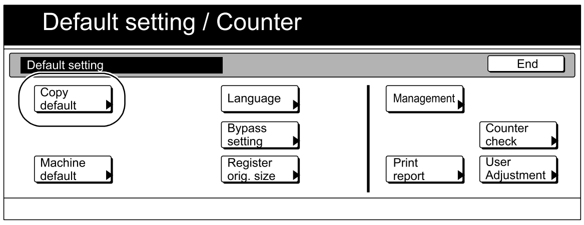
Perform the following procedure to select between auto exposure and manual exposure as the default copy exposure mode in the initial mode.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

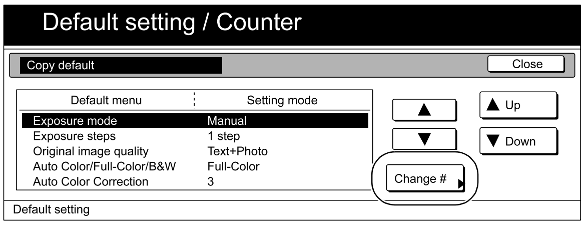

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

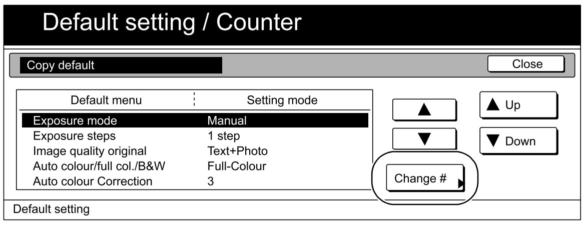
2 Select “Exposure mode” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Exposure mode” screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Exposure mode	Manual
Exposure steps	1 step
Original image quality	Text+Photo
Auto Color/Full-Color/B&W	Full-Color
Auto Color Correction	3

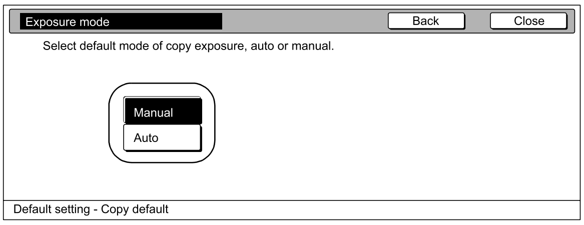
Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Exposure mode	Manual
Exposure steps	1 step
Image quality original	Text+Photo
Auto colour/full col./B&W	Full-Colour
Auto colour Correction	3

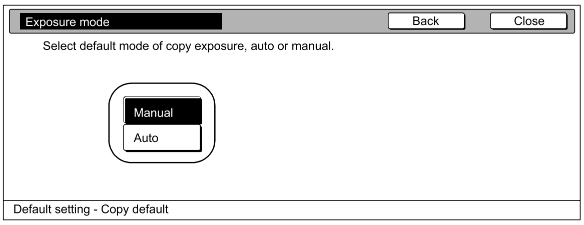
3 Press the “Manual” key or the “Auto” key, as appropriate.

Inch specifications


Exposure mode
Back
Close
Manual
Auto
Default setting - Copy default

Select default mode of copy exposure, auto or manual.

Metric specifications


Exposure mode
Back
Close
Manual
Auto
Default setting - Copy default

Select default mode of copy exposure, auto or manual.

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

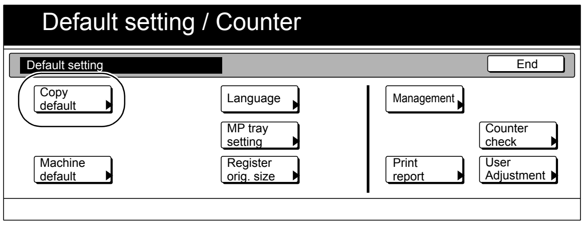
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Exposure adjustment step

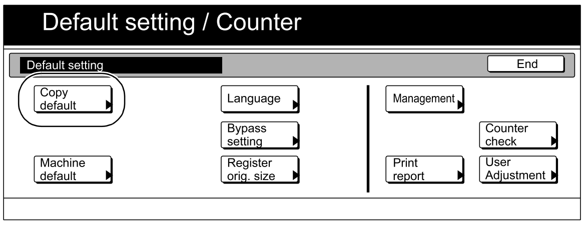
Perform the following procedure to change the incremental step to be used during adjustment of the copy exposure.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

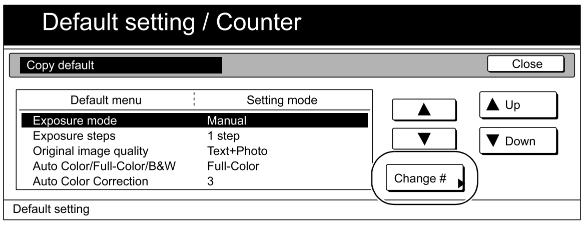

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

2 Select “Exposure steps” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Exposure steps” screen will be displayed.

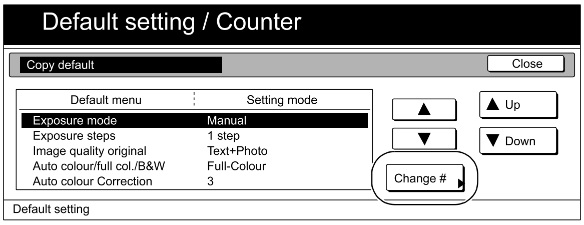
Inch specifications


Default setting / Counter
Copy default
Close

Default menu	Setting mode
Exposure mode	Manual
Exposure steps	1 step
Original image quality	Text+Photo
Auto Color/Full-Color/B&W	Full-Color
Auto Color Correction	3

▲
▼
▲ Up
▼ Down
Change #
Default setting

Metric specifications

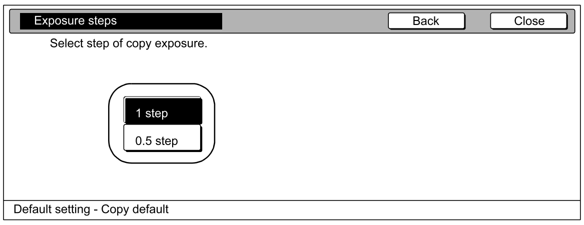

Default setting / Counter
Copy default
Close

Default menu	Setting mode
Exposure mode	Manual
Exposure steps	1 step
Image quality original	Text+Photo
Auto colour/full col./B&W	Full-Colour
Auto colour Correction	3

▲
▼
▲ Up
▼ Down
Change #
Default setting

3 Press the “1 step” key or the “0.5 step” key, as appropriate.

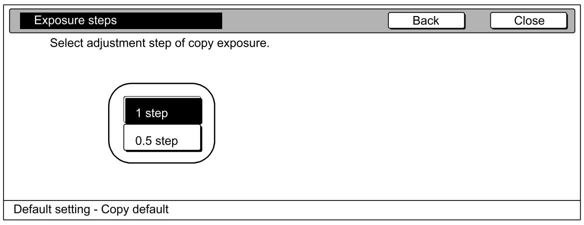
Inch specifications


Exposure steps
Back
Close

Select step of copy exposure.

1 step
0.5 step
Default setting - Copy default

Metric specifications


Exposure steps
Back
Close

Select adjustment step of copy exposure.

1 step
0.5 step
Default setting - Copy default

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

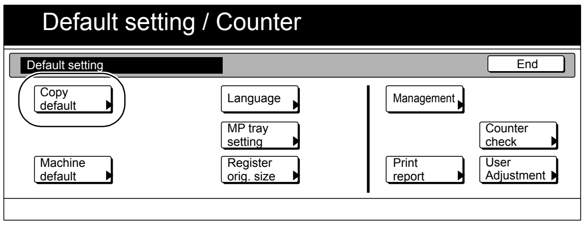
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Original quality

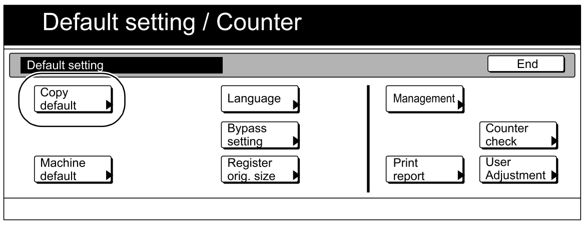
Perform the following procedure to determine the default setting that will be used for the image quality in the initial mode.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

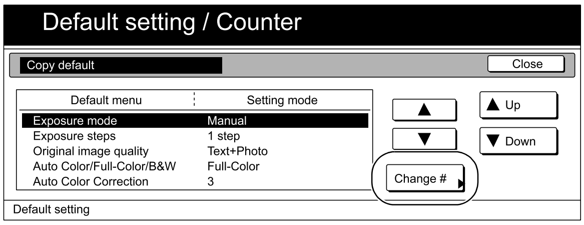

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

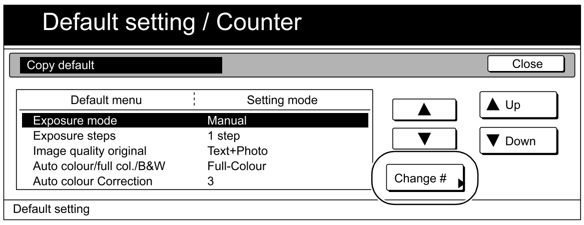
2 Select “Original image quality” [“Image quality original”] under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Original image quality” [“Image quality original”] screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Exposure mode	Manual
Exposure steps	1 step
Original image quality	Text+Photo
Auto Color/Full-Color/B&W	Full-Color
Auto Color Correction	3

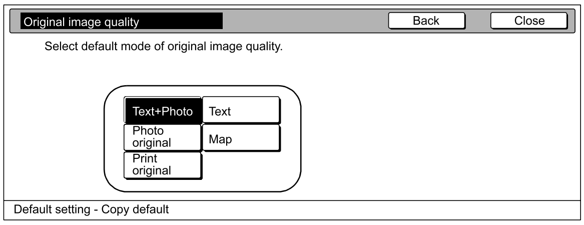
Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Exposure mode	Manual
Exposure steps	1 step
Image quality original	Text+Photo
Auto colour/full col./B&W	Full-Colour
Auto colour Correction	3

3 Press the “Text+Photo” key, the “Photo original” key, the “Print original” key, the “Text” key or the “Map” key, as appropriate.

Inch specifications


Original image quality
Back
Close
Text+Photo
Text
Photo original
Map
Print original
Default setting - Copy default

Select default mode of original image quality.

Metric specifications

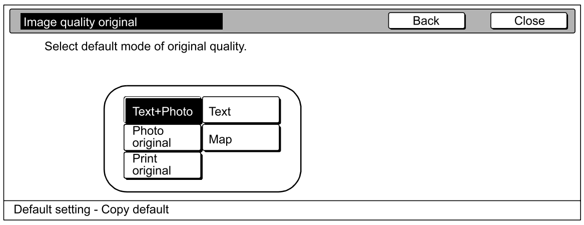


Image quality original
Back
Close
Text+Photo
Text
Photo original
Map
Print original
Default setting - Copy default

Select default mode of original quality.

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

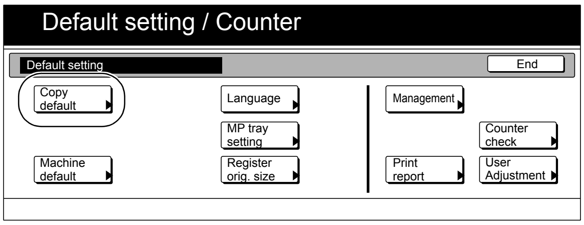
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Copy mode

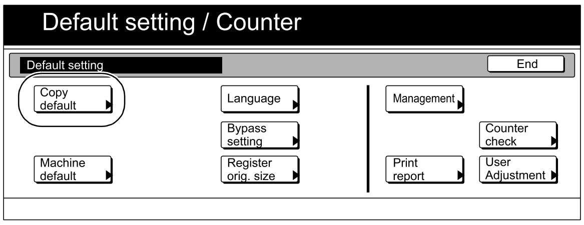
Perform the following procedure to set the default mode for color copying.

1 Display the "Copy default" screen.
(See "**Accessing the copy default settings**" on page 7-67.)

Inch specifications

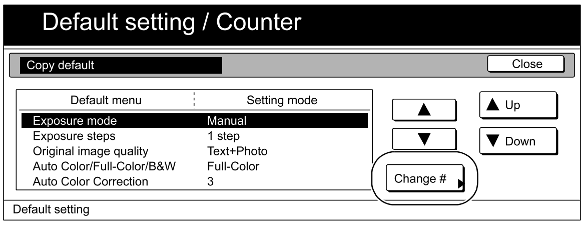

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

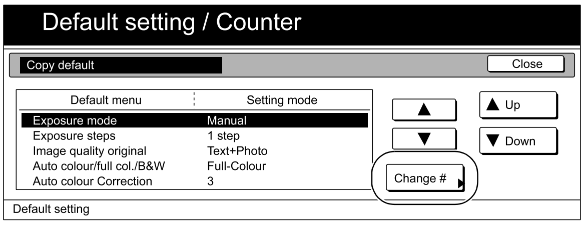
2 Select "Auto Color/Full-Color/B&W" ["Auto colour/full col./B&W"] under the "Default menu" column on the left side of the touch panel and then press the "Change #" key.
The "Auto Color/Full-Color/B&W" ["Auto colour/full col./B&W"] screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Exposure mode	Manual
Exposure steps	1 step
Original image quality	Text+Photo
Auto Color/Full-Color/B&W	Full-Color
Auto Color Correction	3

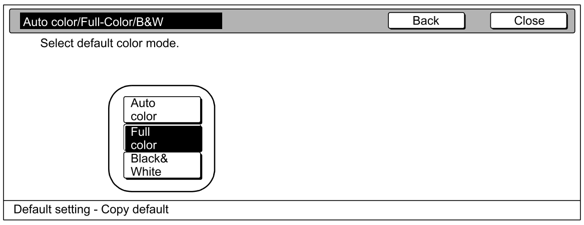
Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

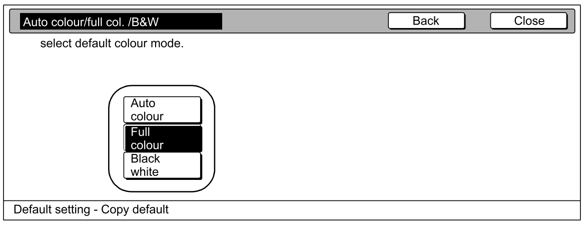
Default menu	Setting mode
Exposure mode	Manual
Exposure steps	1 step
Image quality original	Text+Photo
Auto colour/full col./B&W	Full-Colour
Auto colour Correction	3

3 Press the "Auto color" ["Auto colour"] key, the "Full color" ["Full colour"] key or the "Black&White" ["Black white"] key, as appropriate.

Inch specifications


Auto color/Full-Color/B&W
Back
Close
Select default color mode.
Auto color
Full color
Black& White
Default setting - Copy default

Metric specifications


Auto colour/full col. /B&W
Back
Close
select default colour mode.
Auto colour
Full colour
Black white
Default setting - Copy default

NOTE
If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

4 Press the "Close" key.
The touch panel will return to the screen in step 2.

5 Press the "Close" key once again.
The touch panel will return to the "Default setting" screen.

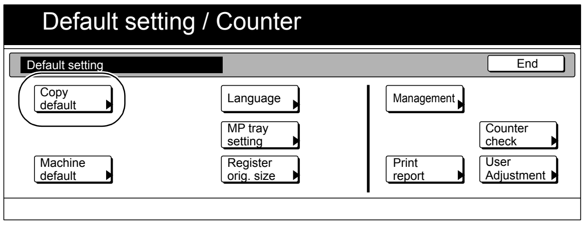
6 Press the "End" key.
The touch panel will return to the contents of the "Basic" tab.

A.C.S. adjustment

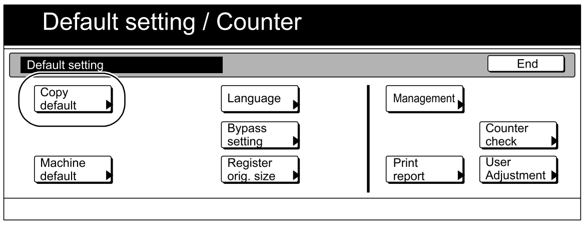
Perform the following procedure to adjust the sensitivity level that the copier will use to differentiate between color originals and black and white originals when the A.C.S. (Auto Color Selection) mode is selected.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

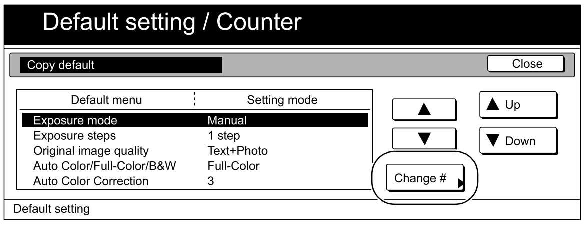

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

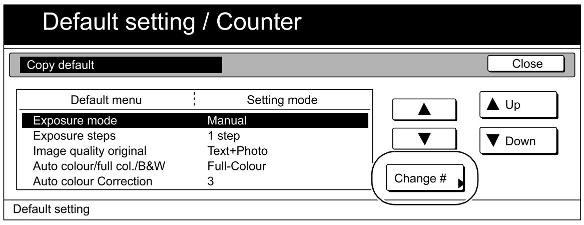
2 Select “Auto Color Correction” [“Auto colour Correction”] under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Auto Color Correction” [“Auto colour Correction”] screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Exposure mode	Manual
Exposure steps	1 step
Original image quality	Text+Photo
Auto Color/Full-Color/B&W	Full-Color
Auto Color Correction	3

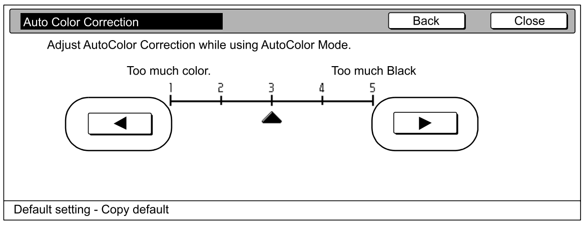
Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Exposure mode	Manual
Exposure steps	1 step
Image quality original	Text+Photo
Auto colour/full col./B&W	Full-Colour
Auto colour Correction	3

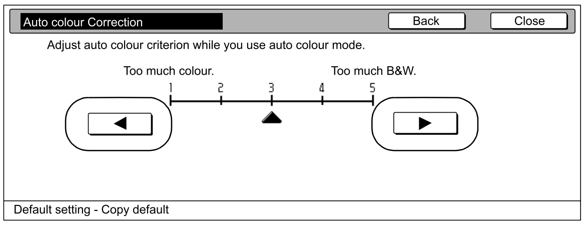
3 Press the “◀” key or the “▶” key, as desired, to move the arrow on the scale and adjust the sensitivity level.

Inch specifications


Auto Color Correction
Back
Close
Too much color.
Too much Black
1
2
3
4
5
◀
▶
Default setting - Copy default

Adjust AutoColor Correction while using AutoColor Mode.

Metric specifications


Auto colour Correction
Back
Close
Too much colour.
Too much B&W.
1
2
3
4
5
◀
▶
Default setting - Copy default

Adjust auto colour criterion while you use auto colour mode.

NOTES

- Selecting a lower value to have more originals detected as color originals, and a higher value to have more originals detected as black and white originals.
- If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

---

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

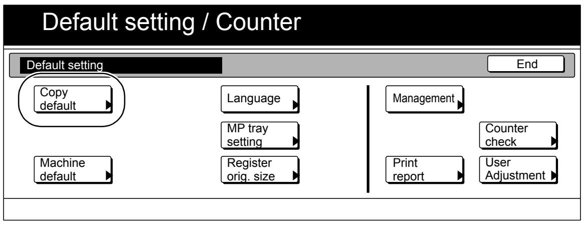
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Eco print mode ON/OFF

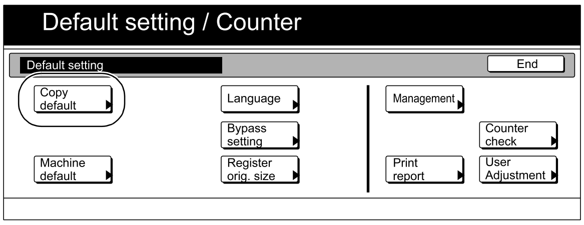
Perform the following procedure to determine whether or not the eco print mode will be the default setting in the initial mode.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

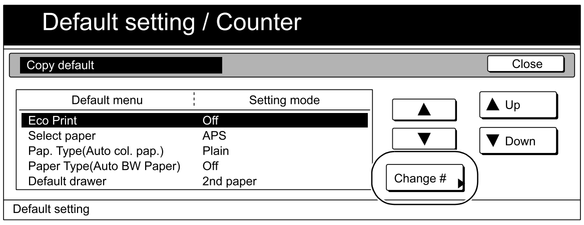

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

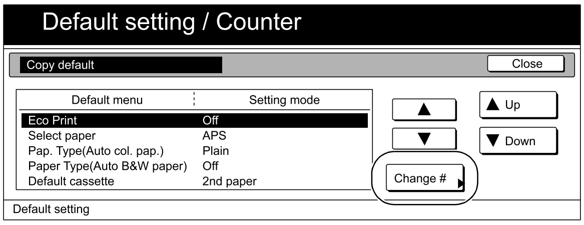
2 Select “Eco Print” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Eco Print” screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
Up
Down
Change #
Default setting

Default menu	Setting mode
Eco Print	Off
Select paper	APS
Pap. Type(Auto col. pap.)	Plain
Paper Type(Auto BW Paper)	Off
Default drawer	2nd paper

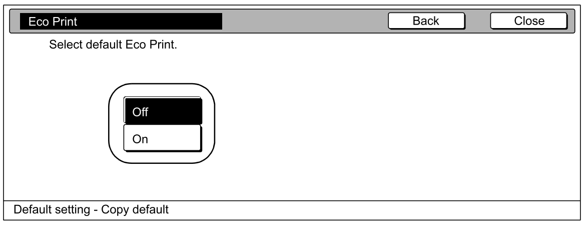
Metric specifications


Default setting / Counter
Copy default
Close
Up
Down
Change #
Default setting

Default menu	Setting mode
Eco Print	Off
Select paper	APS
Pap. Type(Auto col. pap.)	Plain
Paper Type(Auto B&W paper)	Off
Default cassette	2nd paper

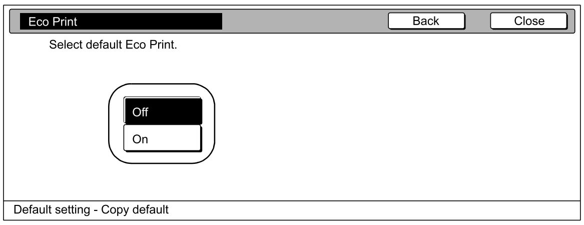
3 Press the “On” key if you want to make the eco print mode the default setting in the initial mode.

Inch specifications


Eco Print
Back
Close
Off
On
Default setting - Copy default

Select default Eco Print.

Metric specifications


Eco Print
Back
Close
Off
On
Default setting - Copy default

Select default Eco Print.

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

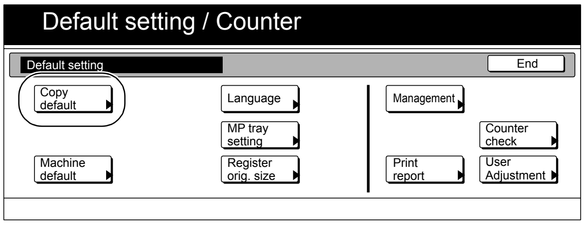
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Paper selection

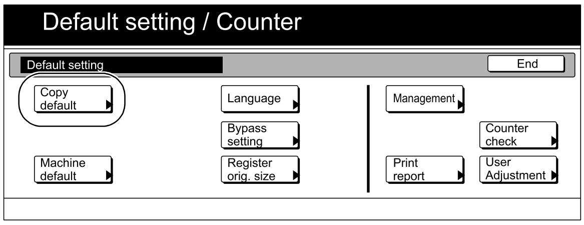
Perform the following procedure to set whether the copier will automatically select the same size of copy paper as the original once an original is set, or whether the designated default drawer[cassette] will be automatically selected.

1 Display the "Copy default" screen.
(See "**Accessing the copy default settings**" on page 7-67.)

Inch specifications

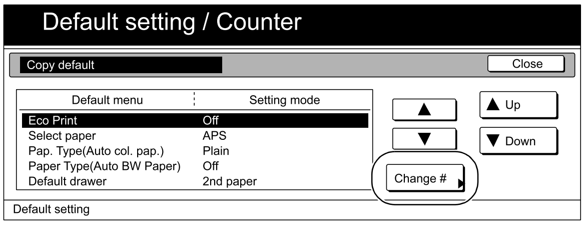

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

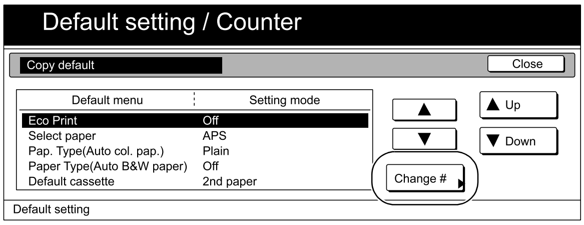
2 Select "Select paper" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key.
The "Select paper" screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
Up
Down
Change #
Default setting

Default menu	Setting mode
Eco Print	Off
Select paper	APS
Pap. Type(Auto col. pap.)	Plain
Paper Type(Auto BW Paper)	Off
Default drawer	2nd paper

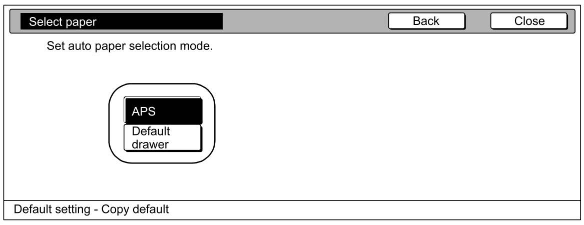
Metric specifications


Default setting / Counter
Copy default
Close
Up
Down
Change #
Default setting

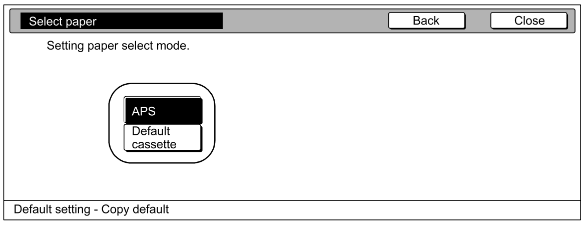
Default menu	Setting mode
Eco Print	Off
Select paper	APS
Pap. Type(Auto col. pap.)	Plain
Paper Type(Auto B&W paper)	Off
Default cassette	2nd paper

3 Press the "APS" key to have the same size of copy paper as the original selected automatically, and the "Default drawer[cassette]" key to have paper fed from the designated default drawer[cassette].

Inch specifications


Select paper
Back
Close
Set auto paper selection mode.
APS
Default drawer
Default setting - Copy default

Metric specifications


Select paper
Back
Close
Setting paper select mode.
APS
Default cassette
Default setting - Copy default

NOTE
If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

4 Press the "Close" key.
The touch panel will return to the screen in step 2.

5 Press the "Close" key once again.
The touch panel will return to the "Default setting" screen.

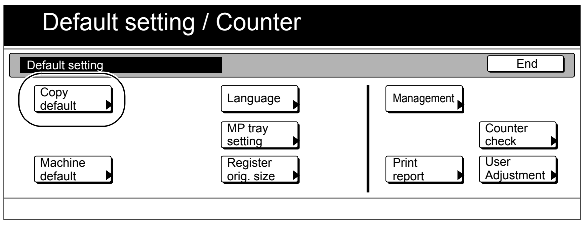
6 Press the "End" key.
The touch panel will return to the contents of the "Basic" tab.

Paper type (Auto color paper selection)

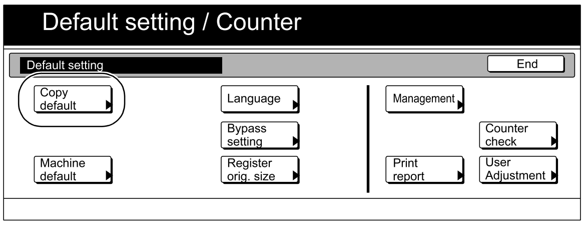
Perform the following procedure to select the types of paper that will be available for selection under the APS (Auto Paper Selection) mode when making color copies.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

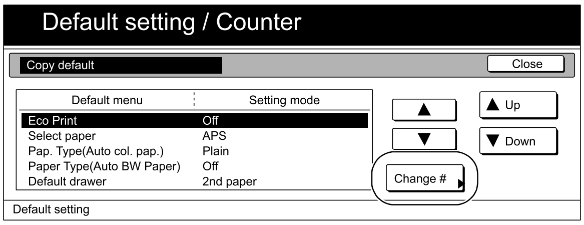

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

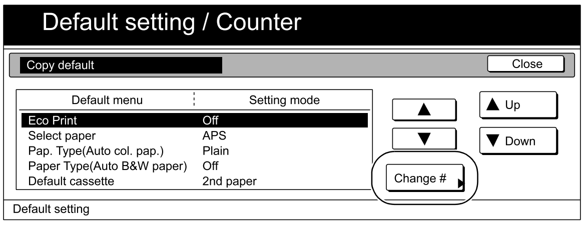
2 Select “Pap. Type(Auto col. pap.)” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Pap. Type(Auto col. pap.)” screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Eco Print	Off
Select paper	APS
Pap. Type(Auto col. pap.)	Plain
Paper Type(Auto BW Paper)	Off
Default drawer	2nd paper

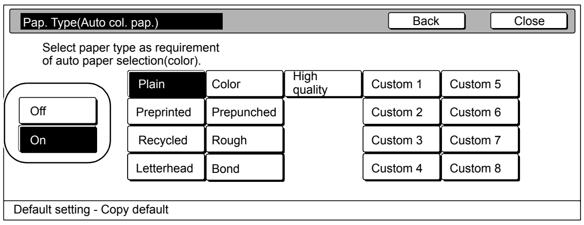
Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

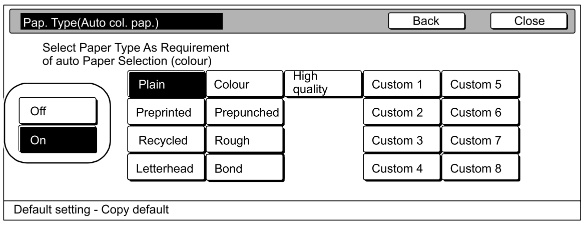
Default menu	Setting mode
Eco Print	Off
Select paper	APS
Pap. Type(Auto col. pap.)	Plain
Paper Type(Auto B&W paper)	Off
Default cassette	2nd paper

3 Press the “On” key and then press the keys that correspond to the types of paper you want to allow to be used under the auto paper selection mode. If you do NOT want to limit the types of paper that will be available for use in that mode, press the “Off” key.

Inch specifications


Pap. Type(Auto col. pap.)
Back
Close
Select paper type as requirement of auto paper selection(color).
Off
On
Plain
Color
High quality
Custom 1
Custom 5
Preprinted
Prepunched
Custom 2
Custom 6
Recycled
Rough
Custom 3
Custom 7
Letterhead
Bond
Custom 4
Custom 8
Default setting - Copy default

Metric specifications


Pap. Type(Auto col. pap.)
Back
Close
Select Paper Type As Requirement of auto Paper Selection (colour)
Off
On
Plain
Colour
High quality
Custom 1
Custom 5
Preprinted
Prepunched
Custom 2
Custom 6
Recycled
Rough
Custom 3
Custom 7
Letterhead
Bond
Custom 4
Custom 8
Default setting - Copy default

NOTES

- It is possible to select the type of paper that has been designated for the drawer[cassette] currently in use.
- If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

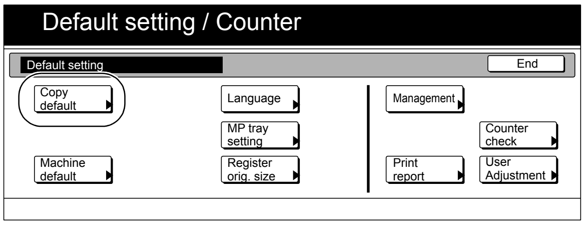
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Paper type (Auto B/W paper selection)

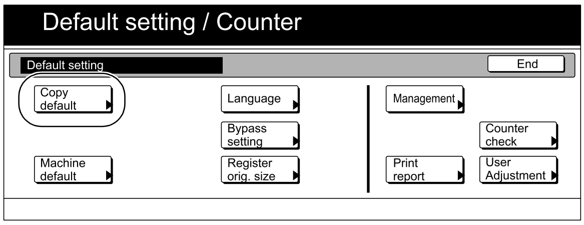
Perform the following procedure to select the types of paper that will be available for selection under the APS (Auto Paper Selection) mode when making black and white copies.

1 Display the "Copy default" screen.
(See "**Accessing the copy default settings**" on page 7-67.)

Inch specifications

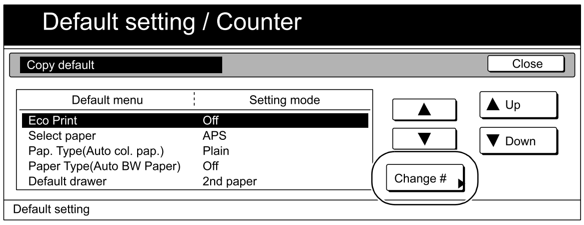

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

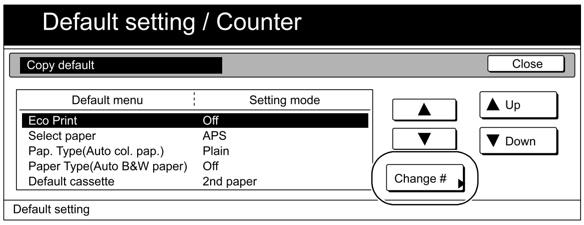
2 Select "Paper Type(Auto BW Paper)" ["Paper Type (Auto B&W paper)"] under the "Default menu" column on the left side of the touch panel and then press the "Change #" key. The "Paper Type(Auto BW Paper)" ["Paper Type (Auto B&W paper)"]screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Eco Print	Off
Select paper	APS
Pap. Type(Auto col. pap.)	Plain
Paper Type(Auto BW Paper)	Off
Default drawer	2nd paper

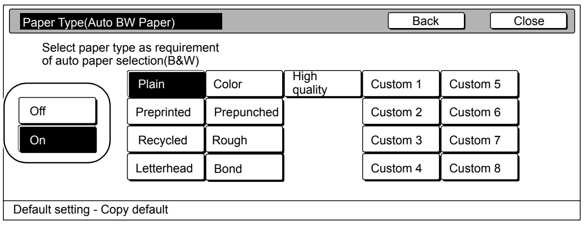
Metric specifications


Default setting / Counter
Copy default
Close
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Eco Print	Off
Select paper	APS
Pap. Type(Auto col. pap.)	Plain
Paper Type(Auto B&W paper)	Off
Default cassette	2nd paper

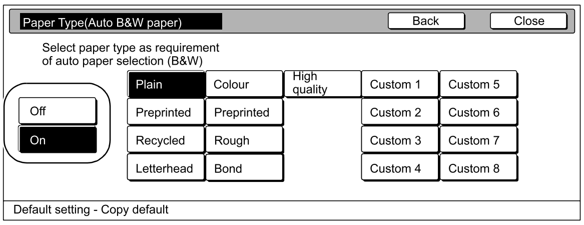
3 Press the "On" key and then press the keys that correspond to the types of paper you want to allow to be used under the auto paper selection mode. If you do NOT want to limit the types of paper that will be available for use in that mode, press the "Off" key.

Inch specifications


Paper Type(Auto BW Paper)
Back
Close
Off
On
Plain
Color
High quality
Custom 1
Custom 5
Preprinted
Prepunched
Custom 2
Custom 6
Recycled
Rough
Custom 3
Custom 7
Letterhead
Bond
Custom 4
Custom 8
Default setting - Copy default

Select paper type as requirement of auto paper selection(B&W)

Metric specifications


Paper Type(Auto B&W paper)
Back
Close
Off
On
Plain
Colour
High quality
Custom 1
Custom 5
Preprinted
Preprinted
Custom 2
Custom 6
Recycled
Rough
Custom 3
Custom 7
Letterhead
Bond
Custom 4
Custom 8
Default setting - Copy default

Select paper type as requirement of auto paper selection (B&W)

NOTES

- It is possible to select the type of paper that has been designated for the drawer[cassette] currently in use.
- If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

4 Press the "Close" key.
The touch panel will return to the screen in step 2.

5 Press the "Close" key once again.
The touch panel will return to the "Default setting" screen.

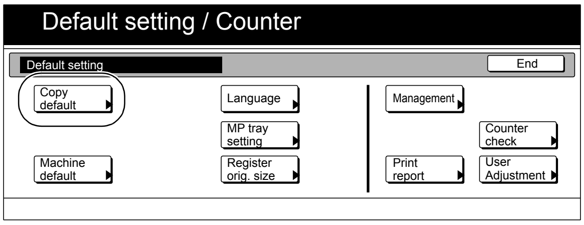
6 Press the "End" key.
The touch panel will return to the contents of the "Basic" tab.

Default drawer[cassette]

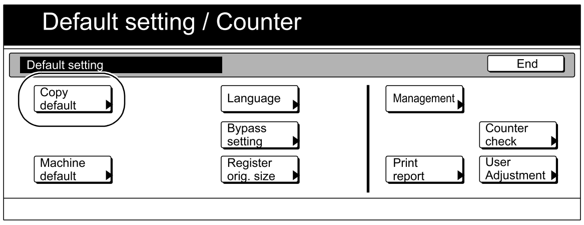
Perform the following procedure to set one drawer[cassette] that will be selected automatically regardless of the size of paper loaded in that drawer[cassette]. It is NOT possible to select the MP tray as the default drawer[cassette].

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

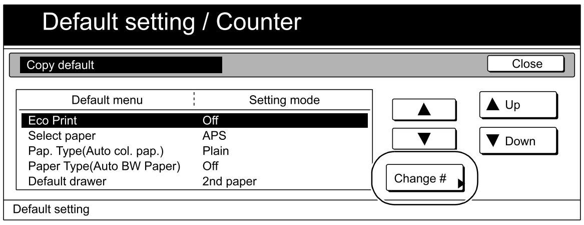

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

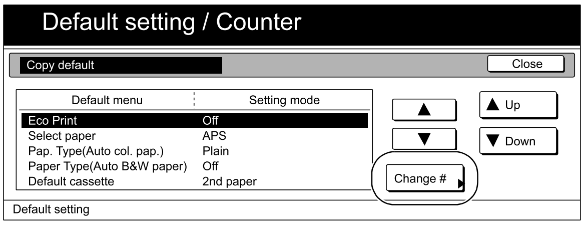
2 Select “Default drawer[cassette]” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Default drawer[cassette]” screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Eco Print	Off
Select paper	APS
Pap. Type(Auto col. pap.)	Plain
Paper Type(Auto BW Paper)	Off
Default drawer	2nd paper

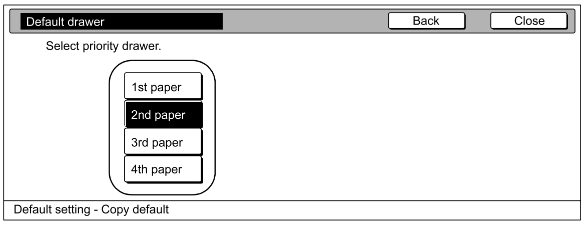
Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

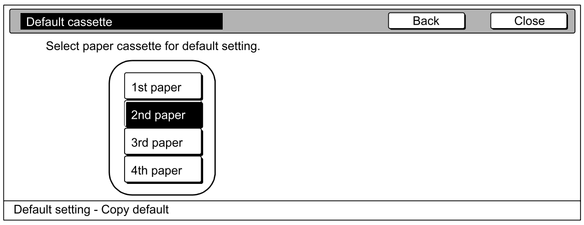
Default menu	Setting mode
Eco Print	Off
Select paper	APS
Pap. Type(Auto col. pap.)	Plain
Paper Type(Auto B&W paper)	Off
Default cassette	2nd paper

3 Press the key that corresponds to the desired drawer[cassette].

Inch specifications


Default drawer
Back
Close
Select priority drawer.
1st paper
2nd paper
3rd paper
4th paper
Default setting - Copy default

Metric specifications


Default cassette
Back
Close
Select paper cassette for default setting.
1st paper
2nd paper
3rd paper
4th paper
Default setting - Copy default

NOTES
- If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.
- The setting for drawer[cassette] No.3 and No.4 will only be available when the optional Paper Feeder is installed on your copier.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

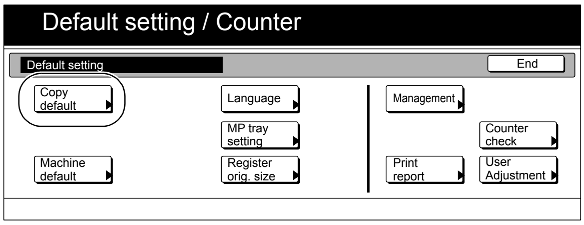
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Cover drawer[cassette]

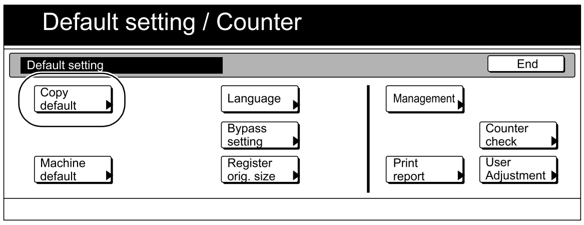
Perform the following procedure to set which drawer[cassette] will be used to feed the cover sheets in the cover mode, the booklet/stitching mode and the book to booklet mode.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

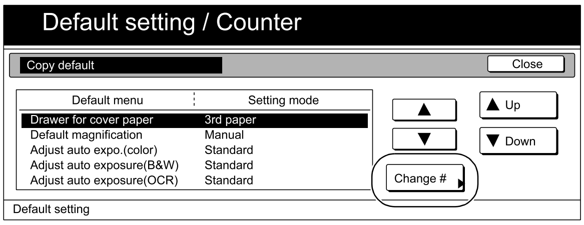

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

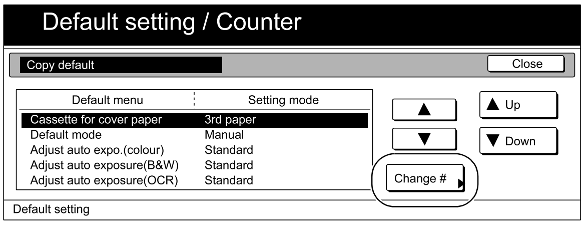
2 Select “Drawer for cover paper” [“Cassette for cover paper”] under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Drawer for cover paper” [“Cassette for cover paper”] screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Drawer for cover paper	3rd paper
Default magnification	Manual
Adjust auto expo.(color)	Standard
Adjust auto exposure(B&W)	Standard
Adjust auto exposure(OCR)	Standard

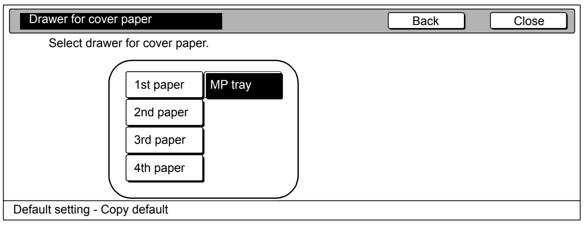
Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Cassette for cover paper	3rd paper
Default mode	Manual
Adjust auto expo.(colour)	Standard
Adjust auto exposure(B&W)	Standard
Adjust auto exposure(OCR)	Standard

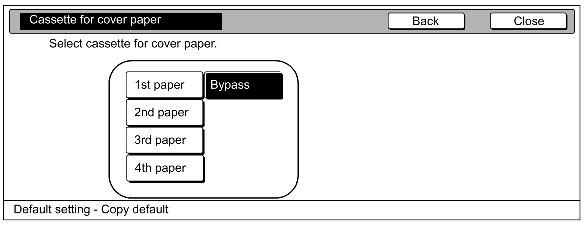
3 Press the key that corresponds to the desired drawer[cassette].

Inch specifications


Drawer for cover paper
Back
Close
1st paper
MP tray
2nd paper
3rd paper
4th paper
Default setting - Copy default

Select drawer for cover paper.

Metric specifications


Cassette for cover paper
Back
Close
1st paper
Bypass
2nd paper
3rd paper
4th paper
Default setting - Copy default

Select cassette for cover paper.

NOTES

- If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.
- The setting for drawer[cassette] No.3 and No.4 will only be available when the optional Paper Feeder is installed on your copier.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

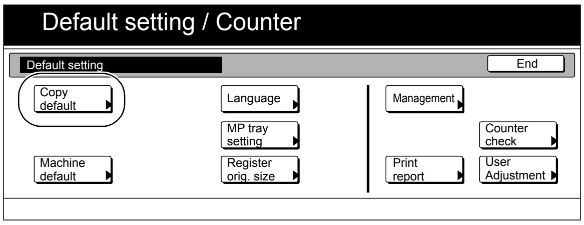
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Default magnification ratio

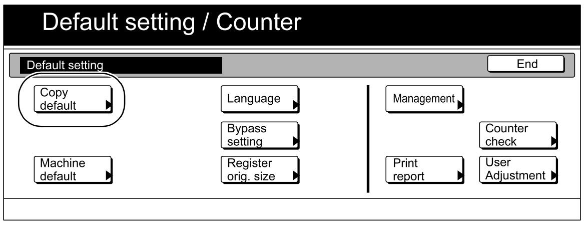
Perform the following procedure to set whether or not the appropriate magnification ratio to be calculated automatically when you select the size of copy paper.

1 Display the "Copy default" screen.
(See "**Accessing the copy default settings**" on page 7-67.)

Inch specifications

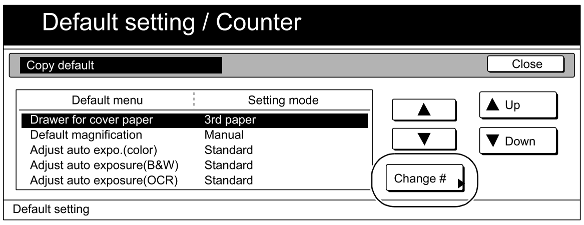

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

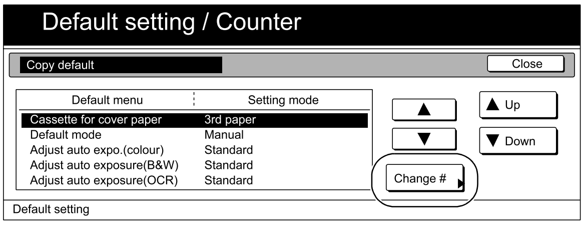
2 Select "Default magnification" ["Default mode"] under the "Default menu" column on the left side of the touch panel and then press the "Change #" key.
The "Default magnification" ["Default mode"] screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Drawer for cover paper	3rd paper
Default magnification	Manual
Adjust auto expo.(color)	Standard
Adjust auto exposure(B&W)	Standard
Adjust auto exposure(OCR)	Standard

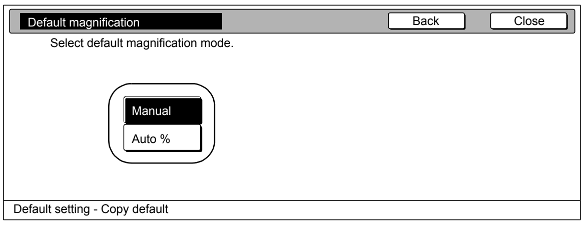
Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Cassette for cover paper	3rd paper
Default mode	Manual
Adjust auto expo.(colour)	Standard
Adjust auto exposure(B&W)	Standard
Adjust auto exposure(OCR)	Standard

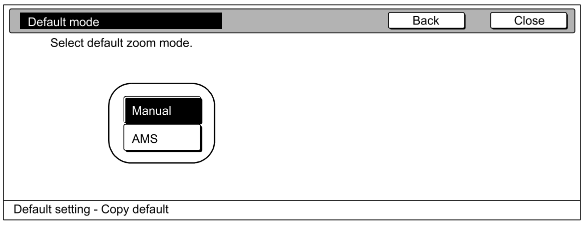
3 Press the "Manual" key or the "Auto %" key, as appropriate.

Inch specifications


Default magnification
Back
Close
Manual
Auto %
Default setting - Copy default

Select default magnification mode.

Metric specifications


Default mode
Back
Close
Manual
AMS
Default setting - Copy default

Select default zoom mode.

NOTE
If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

4 Press the "Close" key.
The touch panel will return to the screen in step 2.

5 Press the "Close" key once again.
The touch panel will return to the "Default setting" screen.

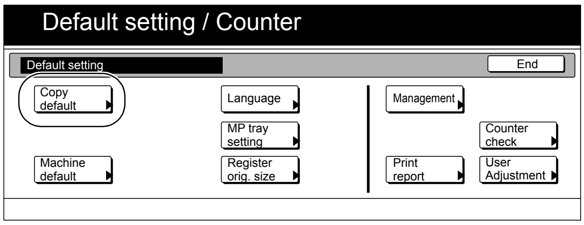
6 Press the "End" key.
The touch panel will return to the contents of the "Basic" tab.

Auto exposure adjustment (color)

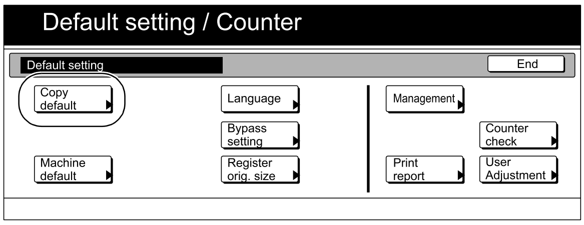
Perform the following procedure to adjust the overall exposure level for the auto exposure mode when making color copies.

1 Display the "Copy default" screen.
(See "**Accessing the copy default settings**" on page 7-67.)

Inch specifications

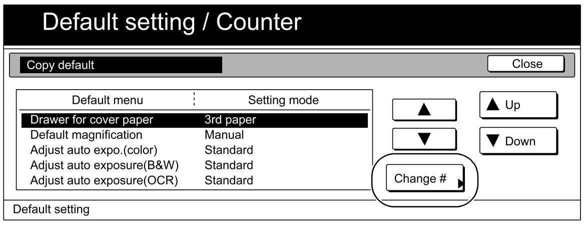

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

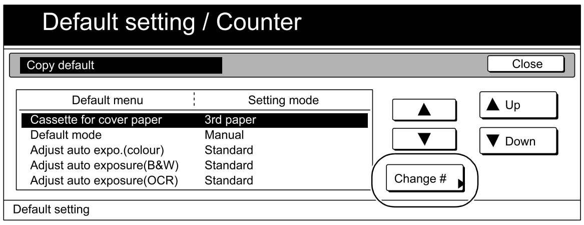
2 Select "Adjust auto expo.(color)" ["Adjust auto expo.(colour)"] under the "Default menu" column on the left side of the touch panel and then press the "Change #" key. The "Adjust auto expo.(color)" ["Adjust auto expo.(colour)"] screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Drawer for cover paper	3rd paper
Default magnification	Manual
Adjust auto expo.(color)	Standard
Adjust auto exposure(B&W)	Standard
Adjust auto exposure(OCR)	Standard

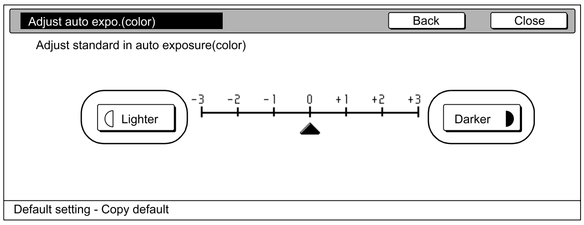
Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Cassette for cover paper	3rd paper
Default mode	Manual
Adjust auto expo.(colour)	Standard
Adjust auto exposure(B&W)	Standard
Adjust auto exposure(OCR)	Standard

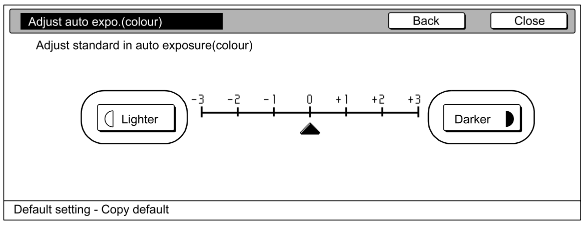
3 Press the "Lighter" key or the "Darker" key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications


Adjust auto expo.(color)
Back
Close
Lighter
-3
-2
-1
0
+1
+2
+3
Darker
Default setting - Copy default

Adjust standard in auto exposure(color)

Metric specifications


Adjust auto expo.(colour)
Back
Close
Lighter
-3
-2
-1
0
+1
+2
+3
Darker
Default setting - Copy default

Adjust standard in auto exposure(colour)

NOTE
If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

4 Press the "Close" key.
The touch panel will return to the screen in step 2.

5 Press the "Close" key once again.
The touch panel will return to the "Default setting" screen.

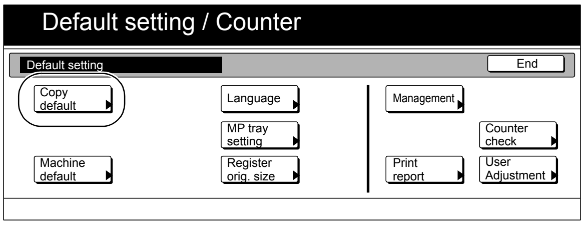
6 Press the "End" key.
The touch panel will return to the contents of the "Basic" tab.

Auto exposure adjustment (B/W)

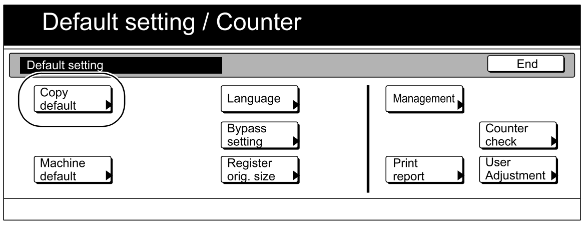
Perform the following procedure to adjust the overall exposure level for the auto exposure mode when making black and white copies.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

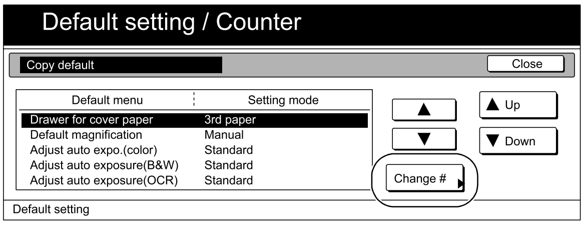

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

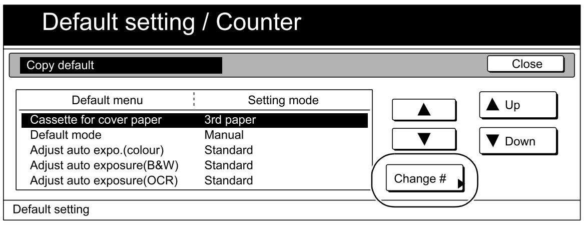
2 Select “Adjust auto exposure(B&W)” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Adjust auto exposure(B&W)” screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Drawer for cover paper	3rd paper
Default magnification	Manual
Adjust auto expo.(color)	Standard
Adjust auto exposure(B&W)	Standard
Adjust auto exposure(OCR)	Standard

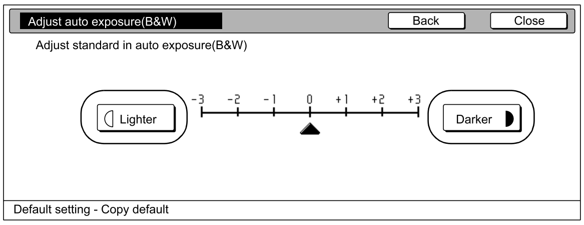
Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

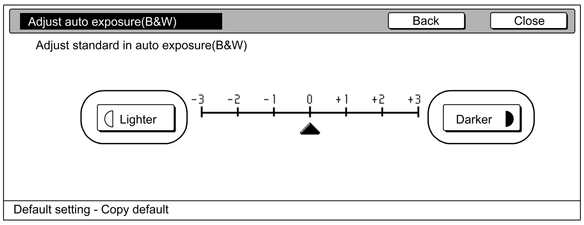
Default menu	Setting mode
Cassette for cover paper	3rd paper
Default mode	Manual
Adjust auto expo.(colour)	Standard
Adjust auto exposure(B&W)	Standard
Adjust auto exposure(OCR)	Standard

3 Press the “Lighter” key or the “Darker” key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications


Adjust auto exposure(B&W)
Back
Close
Adjust standard in auto exposure(B&W)
Lighter
-3
-2
-1
0
+1
+2
+3
Darker
Default setting - Copy default

Metric specifications


Adjust auto exposure(B&W)
Back
Close
Adjust standard in auto exposure(B&W)
Lighter
-3
-2
-1
0
+1
+2
+3
Darker
Default setting - Copy default

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

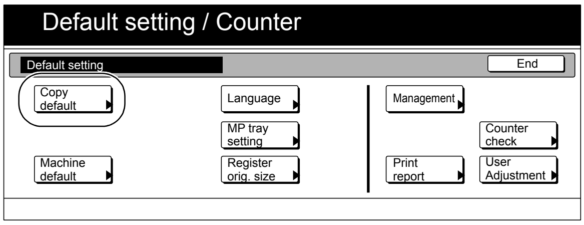
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Auto exposure adjustment (OCR)

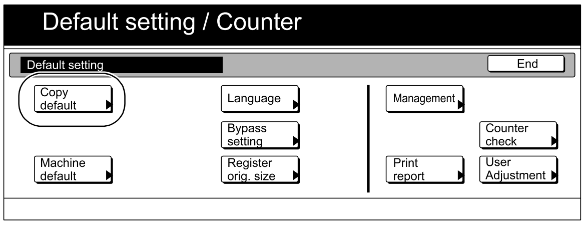
Perform the following procedure to adjust the overall exposure level for scanning with OCR (Optical Character Recognition) software.

1 Display the "Copy default" screen.
(See "**Accessing the copy default settings**" on page 7-67.)

Inch specifications

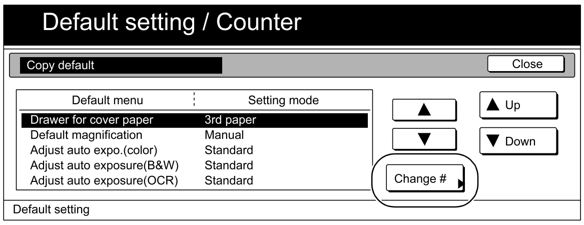

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

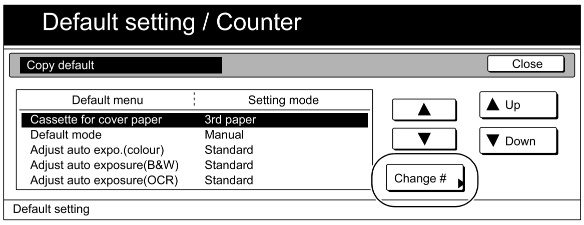
2 Select "Adjust auto exposure (OCR)" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key.
The "Adjust auto exposure (OCR)" screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Drawer for cover paper	3rd paper
Default magnification	Manual
Adjust auto expo.(color)	Standard
Adjust auto exposure(B&W)	Standard
Adjust auto exposure(OCR)	Standard

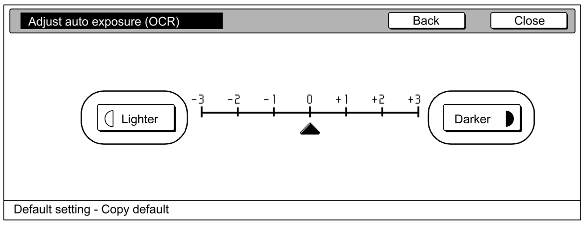
Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

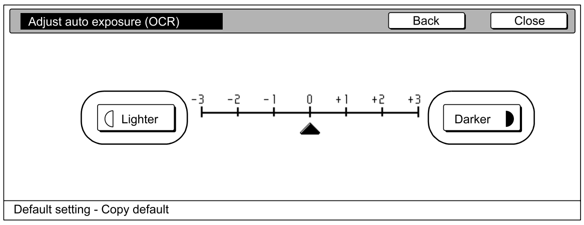
Default menu	Setting mode
Cassette for cover paper	3rd paper
Default mode	Manual
Adjust auto expo.(colour)	Standard
Adjust auto exposure(B&W)	Standard
Adjust auto exposure(OCR)	Standard

3 Press the "Lighter" key or the "Darker" key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications


Adjust auto exposure (OCR)
Back
Close
Lighter
-3
-2
-1
0
+1
+2
+3
Darker
Default setting - Copy default

Metric specifications


Adjust auto exposure (OCR)
Back
Close
Lighter
-3
-2
-1
0
+1
+2
+3
Darker
Default setting - Copy default

NOTE
If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

4 Press the "Close" key.
The touch panel will return to the screen in step 2.

5 Press the "Close" key once again.
The touch panel will return to the "Default setting" screen.

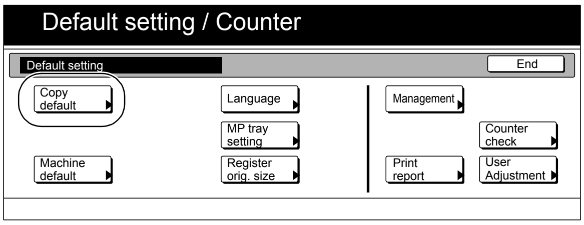
6 Press the "End" key.
The touch panel will return to the contents of the "Basic" tab.

Manual exposure adjustment (text+photo mode)

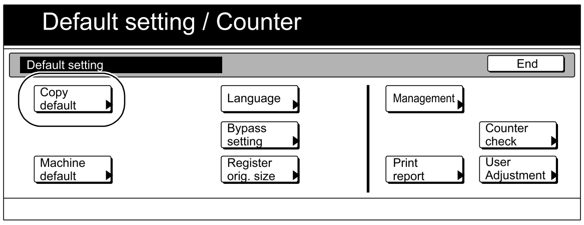
Perform the following procedure to adjust the median exposure value when the text+photo mode is selected for the image quality.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

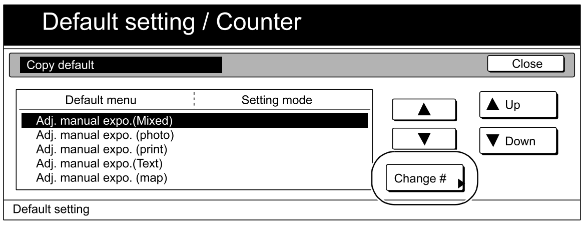

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

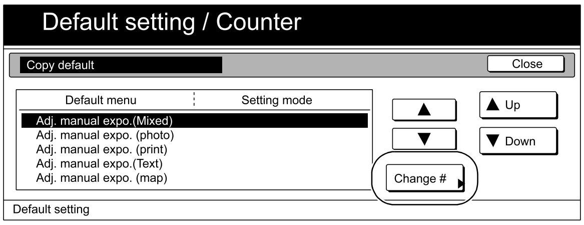

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

2 Select “Adj. manual expo. (Mixed)” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Adj. manual expo. (Mixed)” screen will be displayed.

Inch specifications

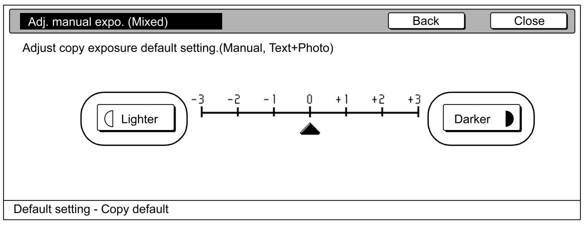

Default setting / Counter
Copy default
Close
Default menu
Setting mode
Adj. manual expo.(Mixed)
Adj. manual expo. (photo)
Adj. manual expo. (print)
Adj. manual expo.(Text)
Adj. manual expo. (map)
▲
▼
▲ Up
▼ Down
Change #
Default setting

Metric specifications


Default setting / Counter
Copy default
Close
Default menu
Setting mode
Adj. manual expo.(Mixed)
Adj. manual expo. (photo)
Adj. manual expo. (print)
Adj. manual expo.(Text)
Adj. manual expo. (map)
▲
▼
▲ Up
▼ Down
Change #
Default setting

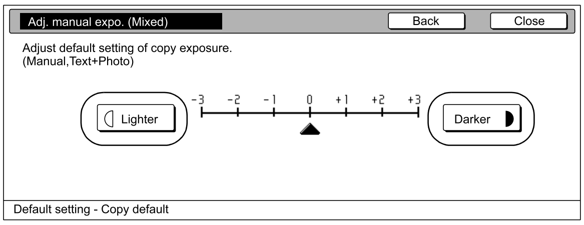
3 Press the “Lighter” key or the “Darker” key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications


Adjust copy exposure default setting.(Manual, Text+Photo)

Adj. manual expo. (Mixed)
Back
Close
Lighter
-3
-2
-1
0
+1
+2
+3
Darker
Default setting - Copy default

Metric specifications


Adjust default setting of copy exposure.
(Manual,Text+Photo)

Adj. manual expo. (Mixed)
Back
Close
Lighter
-3
-2
-1
0
+1
+2
+3
Darker
Default setting - Copy default

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

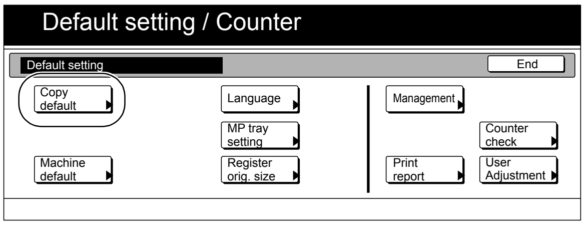
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Manual exposure adjustment (photo mode)

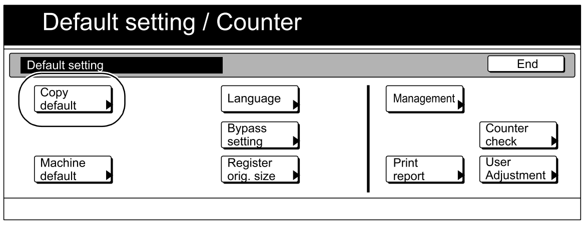
Perform the following procedure to adjust the median exposure value when the photo mode is selected for the image quality.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

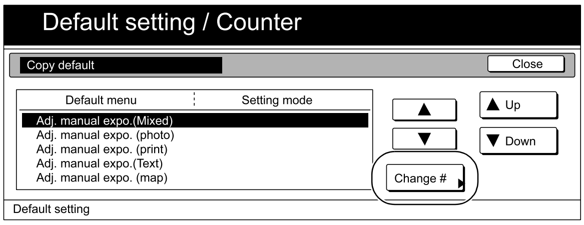

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

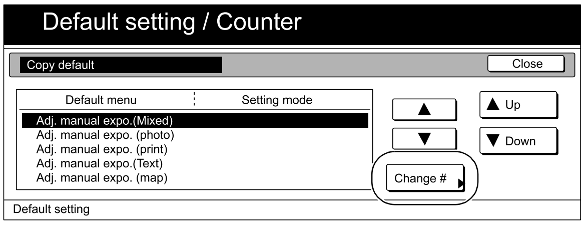

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

2 Select “Adj. manual expo. (photo)” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Adj. manual expo. (photo)” screen will be displayed.

Inch specifications

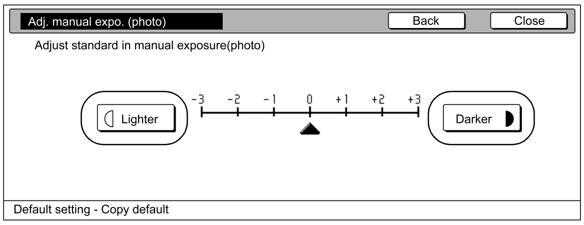

Default setting / Counter
Copy default
Close
Default menu
Setting mode
Adj. manual expo.(Mixed)
Adj. manual expo. (photo)
Adj. manual expo. (print)
Adj. manual expo.(Text)
Adj. manual expo. (map)
▲
▼
▲ Up
▼ Down
Change #
Default setting

Metric specifications

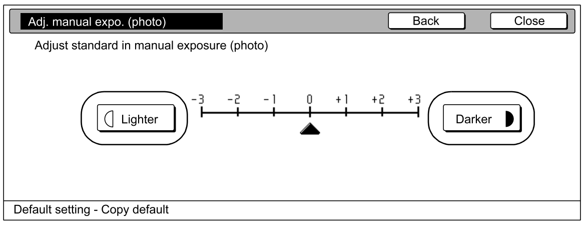

Default setting / Counter
Copy default
Close
Default menu
Setting mode
Adj. manual expo.(Mixed)
Adj. manual expo. (photo)
Adj. manual expo. (print)
Adj. manual expo.(Text)
Adj. manual expo. (map)
▲
▼
▲ Up
▼ Down
Change #
Default setting

3 Press the “Lighter” key or the “Darker” key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications


Adj. manual expo. (photo)
Back
Close
Adjust standard in manual exposure(photo)
Lighter
-3
-2
-1
0
+1
+2
+3
Darker
Default setting - Copy default

Metric specifications


Adj. manual expo. (photo)
Back
Close
Adjust standard in manual exposure (photo)
Lighter
-3
-2
-1
0
+1
+2
+3
Darker
Default setting - Copy default

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

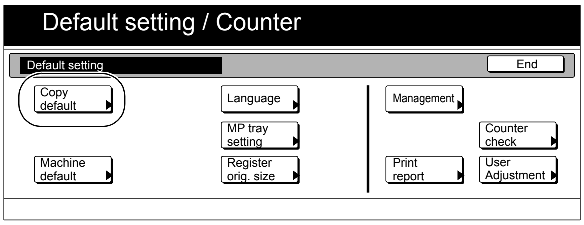
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Manual exposure adjustment (print mode)

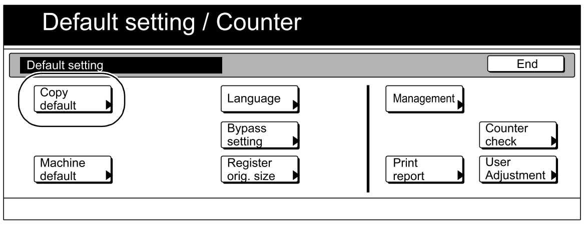
Perform the following procedure to adjust the median exposure value when the print mode is selected for the image quality.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

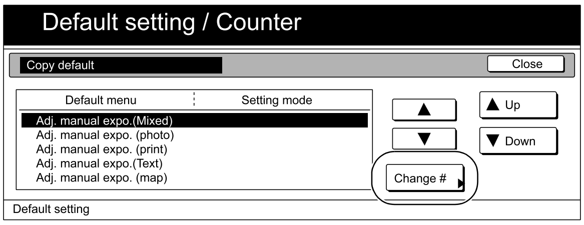

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

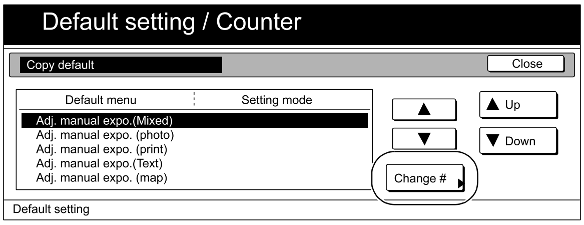

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

2 Select “Adj. manual expo. (print)” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Adj. manual expo. (print)” screen will be displayed.

Inch specifications

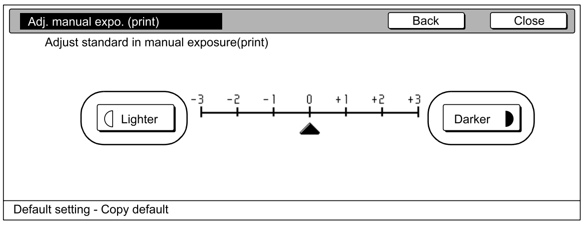

Default setting / Counter
Copy default
Close
Default menu
Setting mode
Adj. manual expo.(Mixed)
Adj. manual expo. (photo)
Adj. manual expo. (print)
Adj. manual expo.(Text)
Adj. manual expo. (map)
▲
▼
▲ Up
▼ Down
Change #
Default setting

Metric specifications

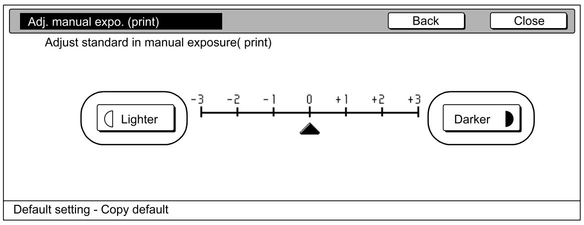

Default setting / Counter
Copy default
Close
Default menu
Setting mode
Adj. manual expo.(Mixed)
Adj. manual expo. (photo)
Adj. manual expo. (print)
Adj. manual expo.(Text)
Adj. manual expo. (map)
▲
▼
▲ Up
▼ Down
Change #
Default setting

3 Press the “Lighter” key or the “Darker” key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications


Adj. manual expo. (print)
Back
Close
Adjust standard in manual exposure(print)
Lighter
-3
-2
-1
0
+1
+2
+3
Darker
Default setting - Copy default

Metric specifications


Adj. manual expo. (print)
Back
Close
Adjust standard in manual exposure(print)
Lighter
-3
-2
-1
0
+1
+2
+3
Darker
Default setting - Copy default

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

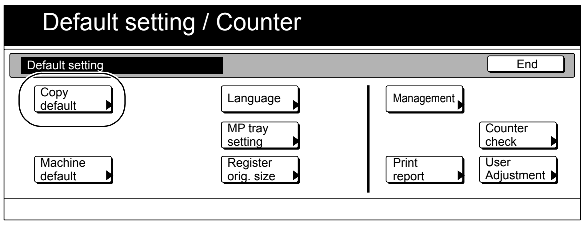
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Manual exposure adjustment (text mode)

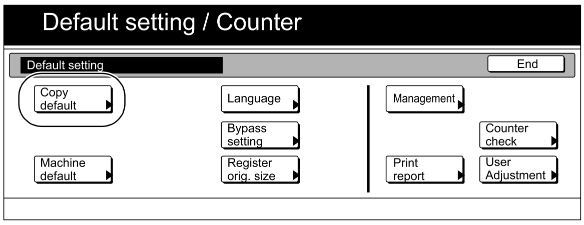
Perform the following procedure to adjust the median exposure value when the text mode is selected for the image quality.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

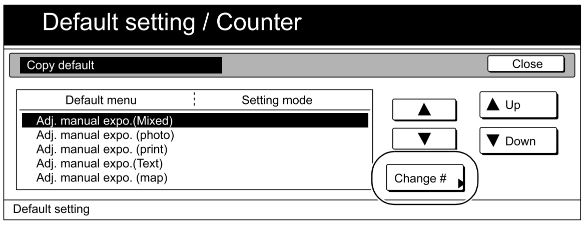

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

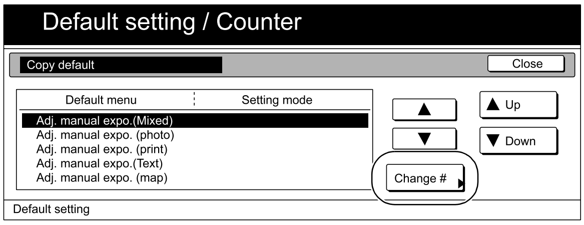

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

2 Select “Adj. manual expo. (Text)” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Adj. manual expo. (Text)” screen will be displayed.

Inch specifications

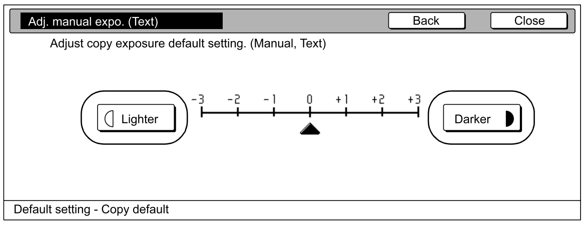

Default setting / Counter
Copy default
Close
Default menu
Setting mode
Adj. manual expo.(Mixed)
Adj. manual expo. (photo)
Adj. manual expo. (print)
Adj. manual expo.(Text)
Adj. manual expo. (map)
▲
▼
▲ Up
▼ Down
Change #
Default setting

Metric specifications

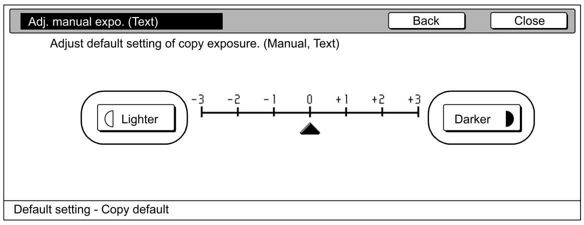

Default setting / Counter
Copy default
Close
Default menu
Setting mode
Adj. manual expo.(Mixed)
Adj. manual expo. (photo)
Adj. manual expo. (print)
Adj. manual expo.(Text)
Adj. manual expo. (map)
▲
▼
▲ Up
▼ Down
Change #
Default setting

3 Press the “Lighter” key or the “Darker” key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications


Adjust copy exposure default setting. (Manual, Text)
Adj. manual expo. (Text)
Back
Close
Lighter
-3
-2
-1
0
+1
+2
+3
Darker
Default setting - Copy default

Metric specifications


Adjust default setting of copy exposure. (Manual, Text)
Adj. manual expo. (Text)
Back
Close
Lighter
-3
-2
-1
0
+1
+2
+3
Darker
Default setting - Copy default

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

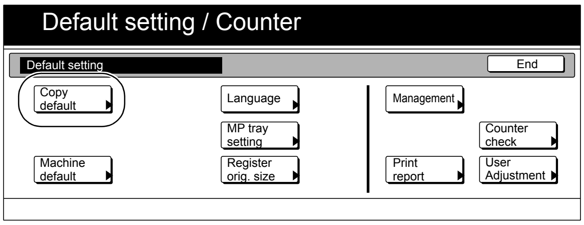
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Manual exposure adjustment (map mode)

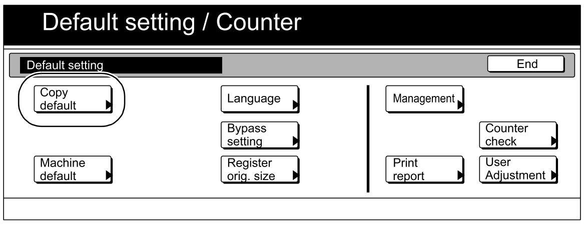
Perform the following procedure to adjust the median exposure value when the map mode is selected for the image quality.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

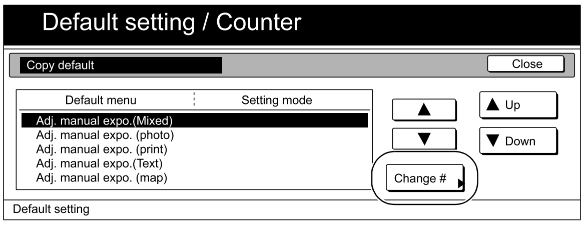

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

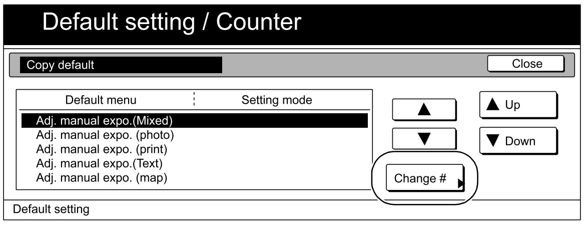

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

2 Select “Adj. manual expo. (map)” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Adj. manual expo. (map)” screen will be displayed.

Inch specifications

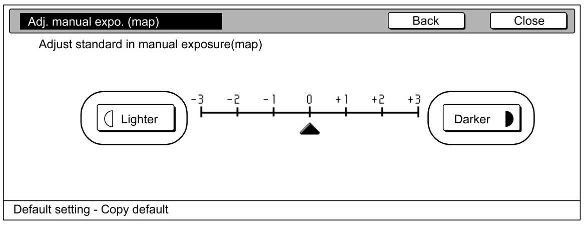

Default setting / Counter
Copy default
Close
Default menu
Setting mode
Adj. manual expo.(Mixed)
Adj. manual expo. (photo)
Adj. manual expo. (print)
Adj. manual expo.(Text)
Adj. manual expo. (map)
▲
▼
▲ Up
▼ Down
Change #
Default setting

Metric specifications

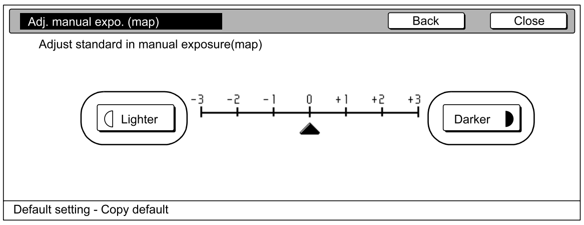

Default setting / Counter
Copy default
Close
Default menu
Setting mode
Adj. manual expo.(Mixed)
Adj. manual expo. (photo)
Adj. manual expo. (print)
Adj. manual expo.(Text)
Adj. manual expo. (map)
▲
▼
▲ Up
▼ Down
Change #
Default setting

3 Press the “Lighter” key or the “Darker” key, as appropriate, to move the cursor on the exposure scale and adjust the exposure as desired.

Inch specifications


Adj. manual expo. (map)
Back
Close
Adjust standard in manual exposure(map)
Lighter
-3
-2
-1
0
+1
+2
+3
Darker
Default setting - Copy default

Metric specifications


Adj. manual expo. (map)
Back
Close
Adjust standard in manual exposure(map)
Lighter
-3
-2
-1
0
+1
+2
+3
Darker
Default setting - Copy default

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

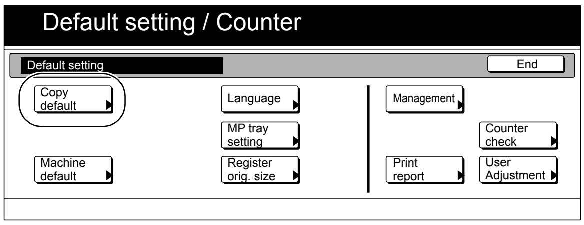
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Sort/Offset mode ON/OFF

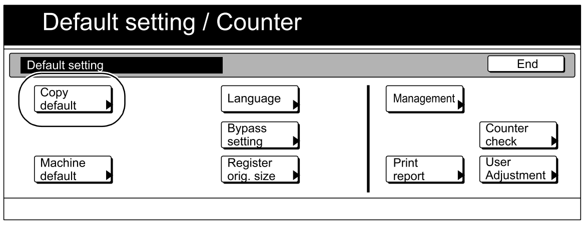
Perform the following procedure to determine whether or not the Sort mode will be the default setting in the initial mode.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

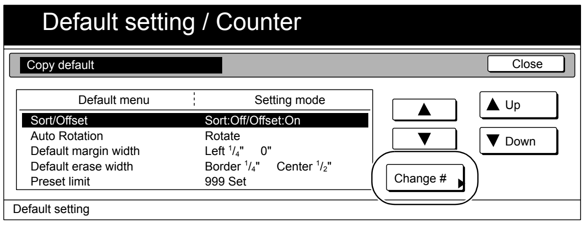

Default setting / Counter
Default setting
End
Copy default
Language
MP tray setting
Machine default
Register orig. size
Management
Counter check
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Bypass setting
Machine default
Register orig. size
Management
Counter check
Print report
User Adjustment

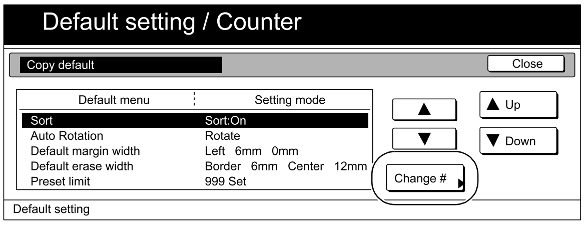
2 Select “Sort/Offset” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Sort/Offset” screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Sort/Offset	Sort:Off/Offset:On
Auto Rotation	Rotate
Default margin width	Left 1/4" 0"
Default erase width	Border 1/4" Center 1/2"
Preset limit	999 Set

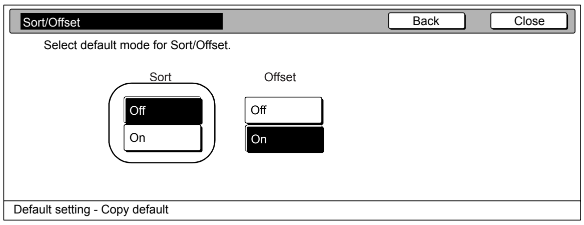
Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Sort	Sort:On
Auto Rotation	Rotate
Default margin width	Left 6mm 0mm
Default erase width	Border 6mm Center 12mm
Preset limit	999 Set

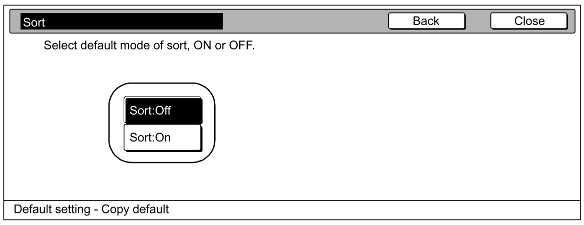
3 Press the “On” key under “Sort” if you want to make the Sort mode the default setting in the initial mode.

Inch specifications


Sort/Offset
Back
Close
Sort
Offset
Off
On
Off
On
Default setting - Copy default

Select default mode for Sort/Offset.

Metric specifications


Sort
Back
Close
Sort:Off
Sort:On
Default setting - Copy default

Select default mode of sort, ON or OFF.

4 Press the “On” key under “Offset” if you want to make the Finished mode the default settings in the initial mode.
The touch panel will return to the screen in step 2.

NOTE
If you want to quit the displayed setting without changing it, press the “Back “ key. The touch panel will return to the screen in step 2.

---

5 Press the “Close” key.
The touch panel will return to the screen in step 2.

6 Press the “Close” key once agai key.
The touch panel will return to the “Default setting” screen.

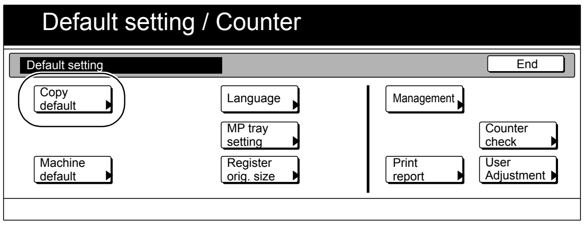
7 Press the “End” key. The touch panel will return to the contents of the “Basic” tab.

Auto Rotation mode ON/OFF

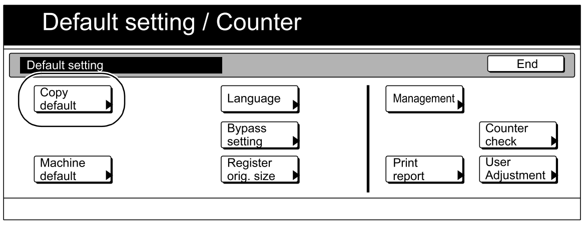
Perform the following procedure to determine whether or not the Auto Rotation mode will be the default setting in the initial mode.

1 Display the "Copy default" screen.
(See "**Accessing the copy default settings**" on page 7-67.)

Inch specifications

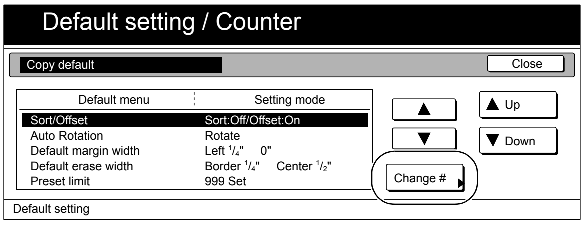

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

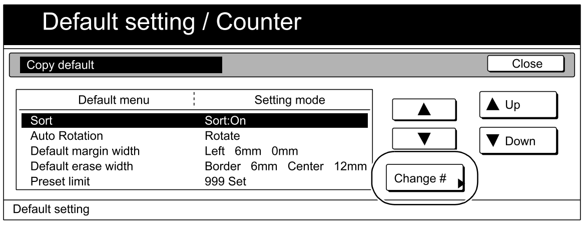
2 Select "Auto Rotation" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key.
The "Auto Rotation" screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Sort/Offset	Sort:Off/Offset:On
Auto Rotation	Rotate
Default margin width	Left ¼" 0"
Default erase width	Border ¼" Center ½"
Preset limit	999 Set

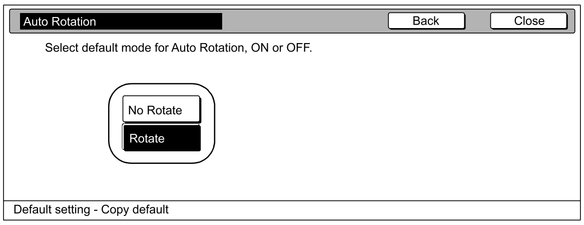
Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Sort	Sort:On
Auto Rotation	Rotate
Default margin width	Left 6mm 0mm
Default erase width	Border 6mm Center 12mm
Preset limit	999 Set

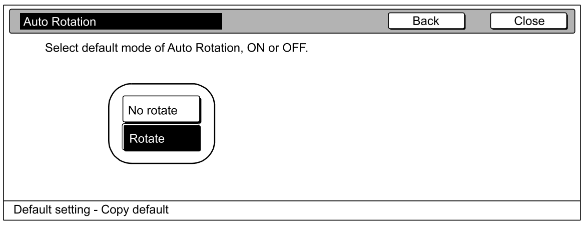
3 Press the "Rotate" key if you want to make the Auto Rotation mode the default setting in the initial mode.

Inch specifications


Auto Rotation
Back
Close
No Rotate
Rotate
Default setting - Copy default

Select default mode for Auto Rotation, ON or OFF.

Metric specifications


Auto Rotation
Back
Close
No rotate
Rotate
Default setting - Copy default

Select default mode of Auto Rotation, ON or OFF.

NOTE
If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

4 Press the "Close" key.
The touch panel will return to the screen in step 2.

5 Press the "Close" key once again.
The touch panel will return to the "Default setting" screen.

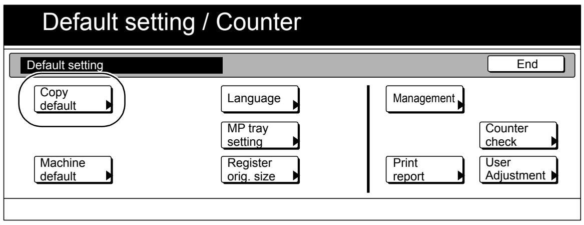
6 Press the "End" key.
The touch panel will return to the contents of the "Basic" tab.

Margin width

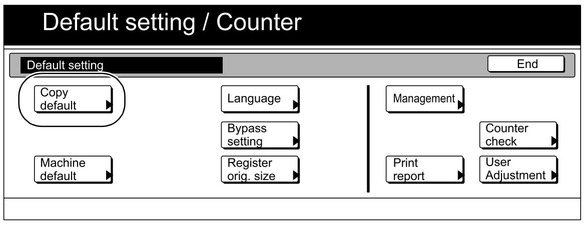
Perform the following procedure to determine the default value of the location and width of the margins in the margin mode.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

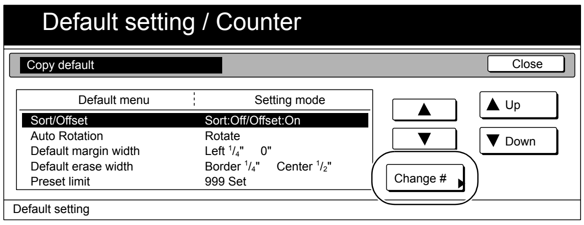

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

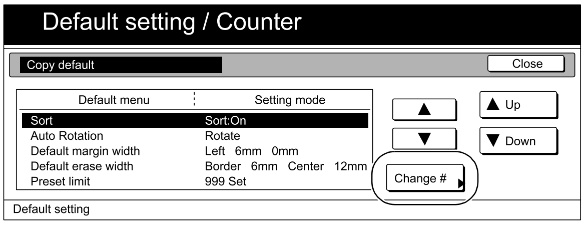
2 Select “Default margin width” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Default margin width” screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Sort/Offset	Sort:Off/Offset:On
Auto Rotation	Rotate
Default margin width	Left 1/4" 0"
Default erase width	Border 1/4" Center 1/2"
Preset limit	999 Set

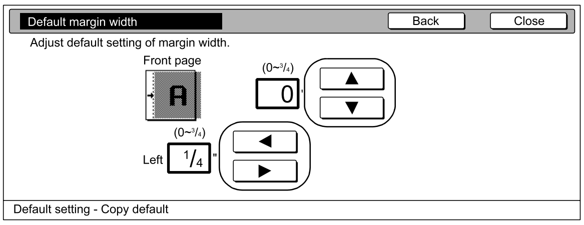
Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Sort	Sort:On
Auto Rotation	Rotate
Default margin width	Left 6mm 0mm
Default erase width	Border 6mm Center 12mm
Preset limit	999 Set

3 Press the “▲” key, the “▼” key, the “◀” key or the “▶” key, as desired, to change the default margins and margin widths to the desired setting.

Inch specifications

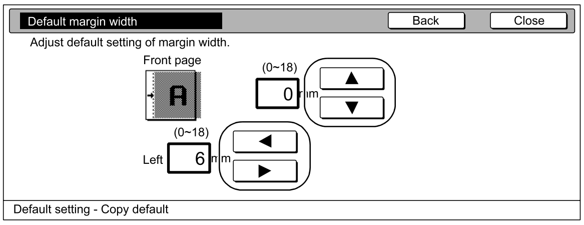

Default margin width
Back
Close
A
▲
▼
◀
▶
Default setting - Copy default

Adjust default setting of margin width.

Front page (0~3/4) 0"

Left (0~3/4) 1/4"

Metric specifications


Default margin width
Back
Close
A
▲
▼
◀
▶
Default setting - Copy default

Adjust default setting of margin width.

Front page (0~18) 0 mm

Left (0~18) 6 mm

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

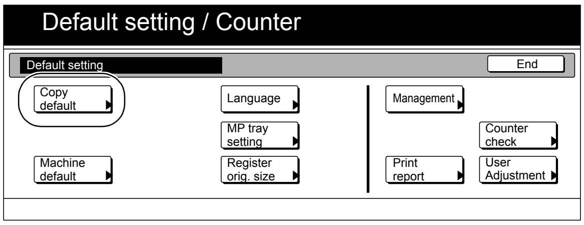
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Erased border width

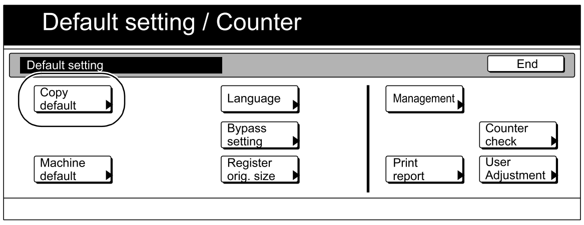
Perform the following procedure to determine the default value for the width of the border to be erased in the two border erase modes.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

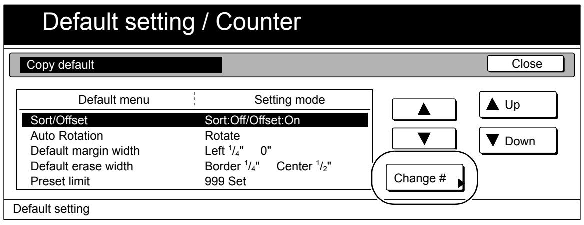

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

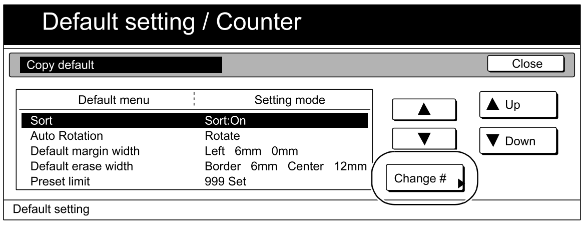
2 Select “Default erase width” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Default erase width” screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
Up
Down
Change #
Default setting

Default menu	Setting mode
Sort/Offset	Sort:Off/Offset:On
Auto Rotation	Rotate
Default margin width	Left 1/4" 0"
Default erase width	Border 1/4" Center 1/2"
Preset limit	999 Set

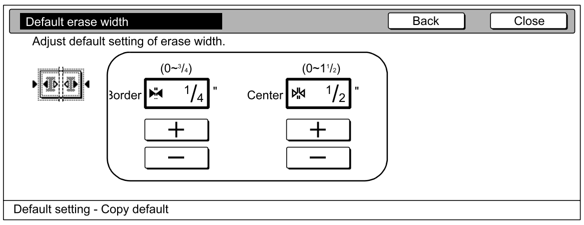
Metric specifications


Default setting / Counter
Copy default
Close
Up
Down
Change #
Default setting

Default menu	Setting mode
Sort	Sort:On
Auto Rotation	Rotate
Default margin width	Left 6mm 0mm
Default erase width	Border 6mm Center 12mm
Preset limit	999 Set

3 Press the “+” key or the “-” key under the “Border” and “Center” fields to change the displayed widths to those desired.

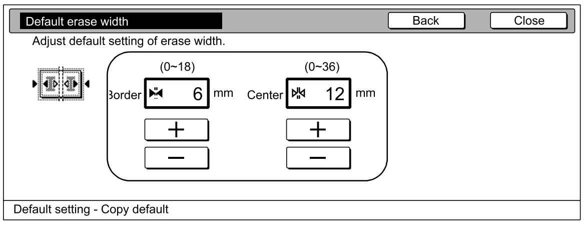
Inch specifications


Default erase width
Back
Close
+
−
+
−
Default setting - Copy default

Adjust default setting of erase width.

Border (0~3/4) 1/4 "
Center (0~1 1/2) 1/2 "

Metric specifications


Default erase width
Back
Close
+
−
+
−
Default setting - Copy default

Adjust default setting of erase width.

Border (0~18) 6 mm
Center (0~36) 12 mm

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

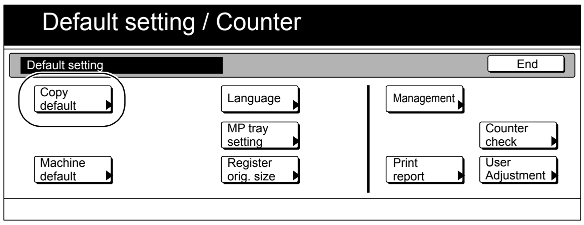
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Copy limit

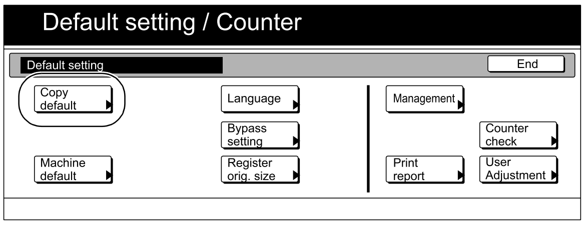
Perform the following procedure to set the limit for the number of copies (or copy sets) that can be made at a time.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

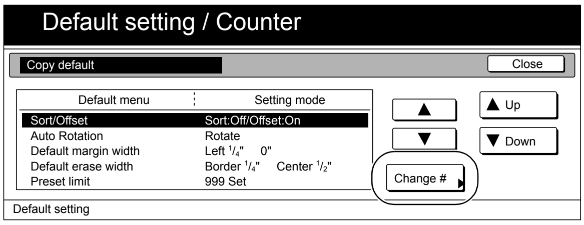

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

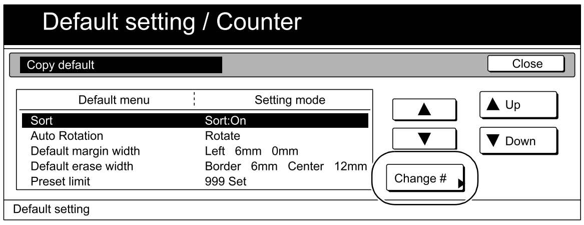
2 Select “Preset limit” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Preset limit” screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Sort/Offset	Sort:Off/Offset:On
Auto Rotation	Rotate
Default margin width	Left $^{1}/_{4}$" 0"
Default erase width	Border $^{1}/_{4}$" Center $^{1}/_{2}$"
Preset limit	999 Set

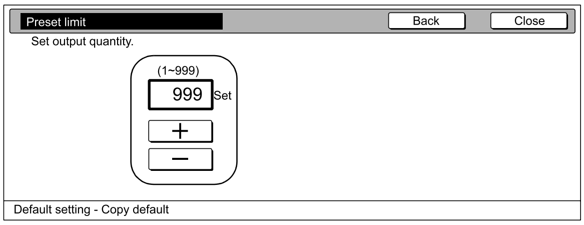
Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Sort	Sort:On
Auto Rotation	Rotate
Default margin width	Left 6mm 0mm
Default erase width	Border 6mm Center 12mm
Preset limit	999 Set

3 Press the “+” key or the “-” key to change the copy limit to the desired setting.

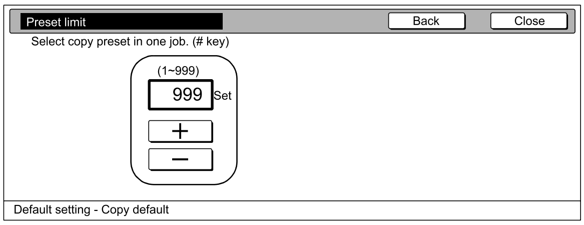
Inch specifications


Preset limit
Back
Close
(1~999)
+
−
Default setting - Copy default

Set output quantity.

999 Set

Metric specifications


Preset limit
Back
Close
(1~999)
+
−
Default setting - Copy default

Select copy preset in one job. (# key)

999 Set

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

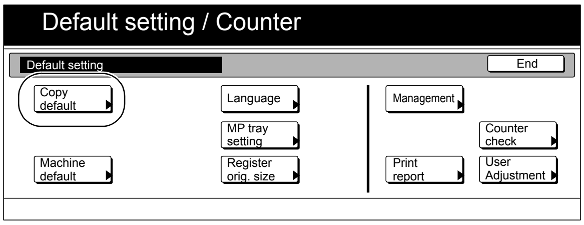
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Repeat copying ON/OFF

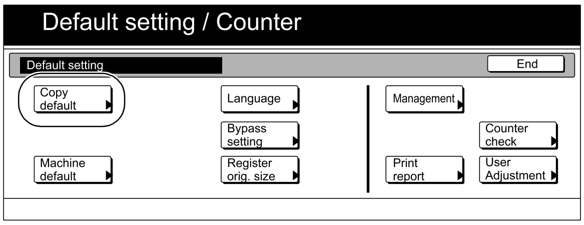
Perform the following procedure to set whether or not to prohibit repeat copying, as well as whether or not to make repeat copying the default setting in the initial mode.

1 Display the "Copy default" screen.
(See "**Accessing the copy default settings**" on page 7-67.)

Inch specifications

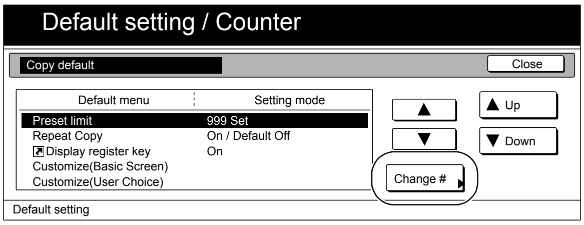

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

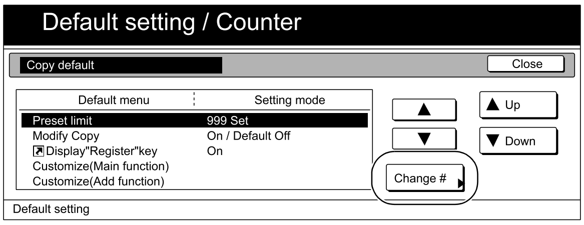
2 Select "Repeat Copy" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key.
The "Repeat Copy" screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Preset limit	999 Set
Repeat Copy	On / Default Off
Display register key	On
Customize(Basic Screen)	
Customize(User Choice)	

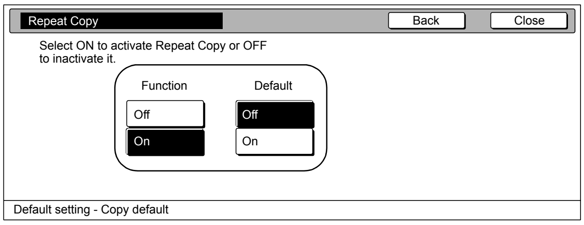
Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Preset limit	999 Set
Modify Copy	On / Default Off
Display"Register"key	On
Customize(Main function)	
Customize(Add function)	

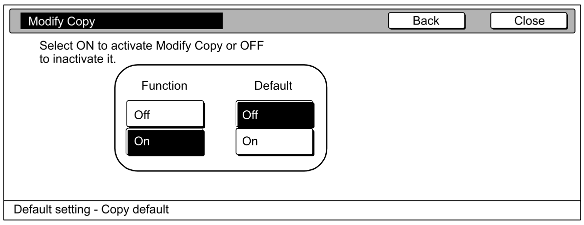
3 If you want to prohibit repeat copying, press the "Off" key. If you want to make repeat copying the default setting in the initial mode, press the "On" key.

Inch specifications


Repeat Copy
Back
Close
Function
Default
Off
On
Off
On
Default setting - Copy default

Select ON to activate Repeat Copy or OFF to inactivate it.

Metric specifications


Modify Copy
Back
Close
Function
Default
Off
On
Off
On
Default setting - Copy default

Select ON to activate Modify Copy or OFF to inactivate it.

NOTE
If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

---

4 Press the "Close" key.
The touch panel will return to the screen in step 2.

5 Press the "Close" key once again.
The touch panel will return to the "Default setting" screen.

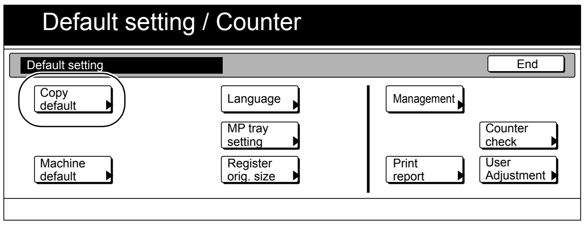
6 Press the "End" key.
The touch panel will return to the contents of the "Basic" tab.

Registration keys ON/OFF

Perform the following procedure to set whether or not to allow a "Register" key to be displayed in the screen for those function and modes which can be registered under the registration keys. Functions and/or modes can only be registered under registration keys through the "Register" key.

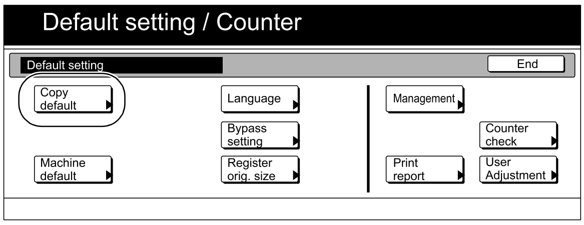
1 Display the "Copy default" screen.
(See "**Accessing the copy default settings**" on page 7-67.)

Inch specifications


Default setting / Counter

Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

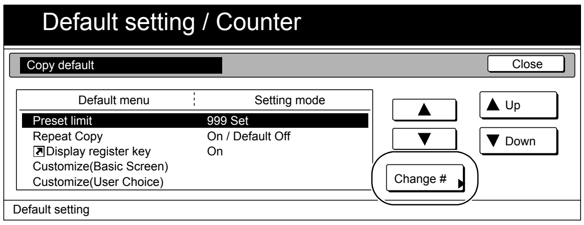
Metric specifications


Default setting / Counter

Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

2 Select "Display register key" ["Display "Register" key"] under the "Default menu" column on the left side of the touch panel and then press the "Change #" key.
The "Display register key" ["Display "Register" key"] screen will be displayed.

Inch specifications

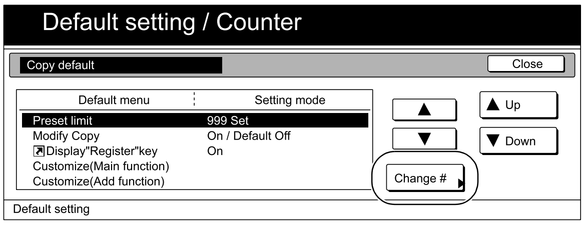

Default setting / Counter

Copy default

Default menu	Setting mode
Preset limit	999 Set
Repeat Copy	On / Default Off
Display register key	On
Customize(Basic Screen)	
Customize(User Choice)	

Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Metric specifications


Default setting / Counter

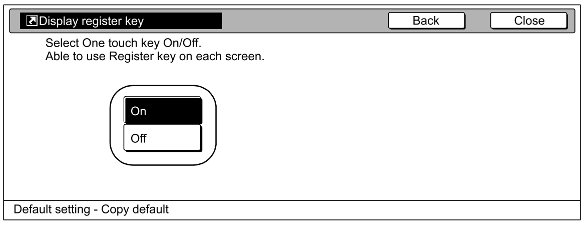
Copy default

Default menu	Setting mode
Preset limit	999 Set
Modify Copy	On / Default Off
Display"Register"key	On
Customize(Main function)	
Customize(Add function)	

Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

3 If you want the "Register" key to be displayed, press the "On" key. If you do NOT want it to be displayed, press the "Off" key.

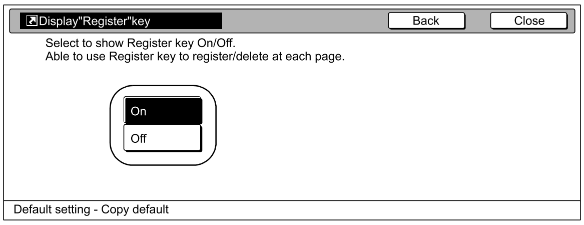
Inch specifications


Display register key

Select One touch key On/Off.
Able to use Register key on each screen.

Back
Close
On
Off
Default setting - Copy default

Metric specifications


Display"Register"key

Select to show Register key On/Off.
Able to use Register key to register/delete at each page.

Back
Close
On
Off
Default setting - Copy default

NOTE

If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

4 Press the "Close" key.
The touch panel will return to the screen in step 2.

5 Press the "Close" key once again.
The touch panel will return to the "Default setting" screen.

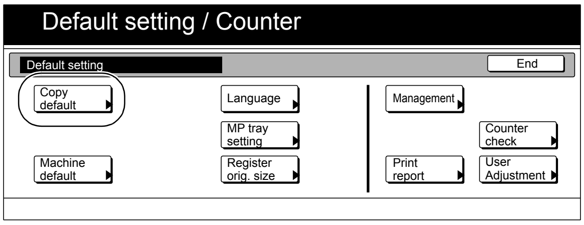
6 Press the "End" key.
The touch panel will return to the contents of the "Basic" tab.

Customize screen layout (Basic Screen)

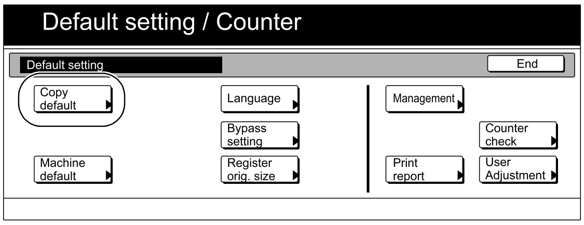
Perform the following procedure to change the order of the main functions and modes that are displayed in the "Basic" and the "User choice" tabs in order to make the display more appropriate to the way you use the copier.

1 Display the "Copy default" screen.
(See "**Accessing the copy default settings**" on page 7-67.)

Inch specifications

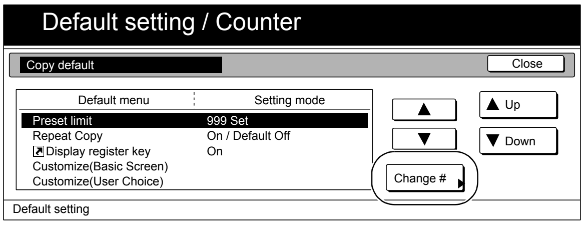

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

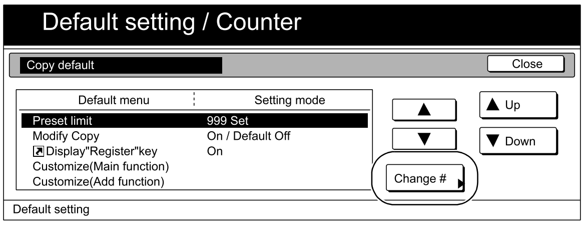
2 Select "Customize(Basic Screen)" under the "Default menu" column on the left side of the touch panel and then press the "Change #" key.
The "Customize(Basic Screen)" screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Preset limit	999 Set
Repeat Copy	On / Default Off
⇗ Display register key	On
Customize(Basic Screen)	
Customize(User Choice)	

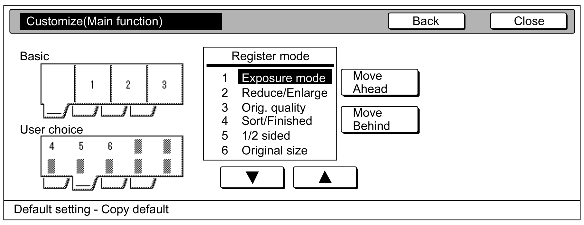
Metric specifications


Default setting / Counter
Copy default
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Preset limit	999 Set
Modify Copy	On / Default Off
⇗ Display"Register"key	On
Customize(Main function)	
Customize(Add function)	

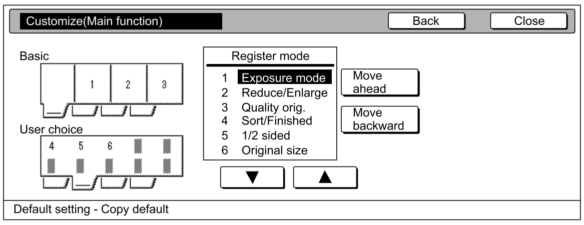
3 If you want to change the order of the basic functions and modes, press the "▼" or the "▲" cursor key to select the item you want to move. Then press the "Move Ahead" key or the "Move Behind" ["Move backward"] key to move that item and change the order of display. The final display of the basic functions and modes will be in accordance with the numbers in the list and those shown in the tabs to the left of that list.

Inch specifications


Customize(Main function)
Back
Close
Basic
1
2
3
User choice
4
5
6
Register mode
Move Ahead
Move Behind
▼
▲
Default setting - Copy default

1 Exposure mode
2 Reduce/Enlarge
3 Orig. quality
4 Sort/Finished
5 1/2 sided
6 Original size

Metric specifications


Customize(Main function)
Back
Close
Basic
1
2
3
User choice
4
5
6
Register mode
Move ahead
Move backward
▼
▲
Default setting - Copy default

1 Exposure mode
2 Reduce/Enlarge
3 Quality orig.
4 Sort/Finished
5 1/2 sided
6 Original size

NOTE
If you want to quit the displayed setting without changing it, press the "Back" key. The touch panel will return to the screen in step 2.

4 Press the "Close" key.
The touch panel will return to the screen in step 2.

5 Press the "Close" key once again.
The touch panel will return to the "Default setting" screen.

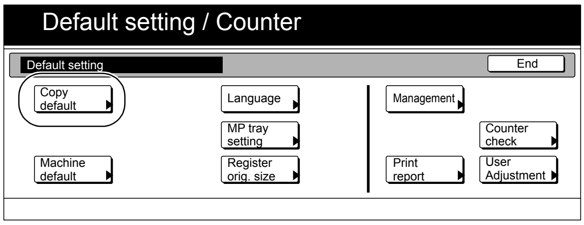
6 Press the "End" key.
The touch panel will return to the contents of the "Basic" tab.

Customize screen layout (User Choice)

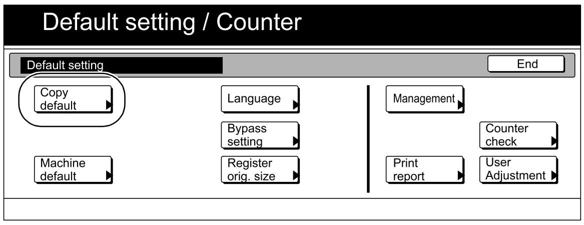
Perform the following procedure to add often-used functions and/or modes, or to change the order of their layout, in order to make the display more appropriate to the way you use the copier.

1 Display the “Copy default” screen.
(See “**Accessing the copy default settings**” on page 7-67.)

Inch specifications

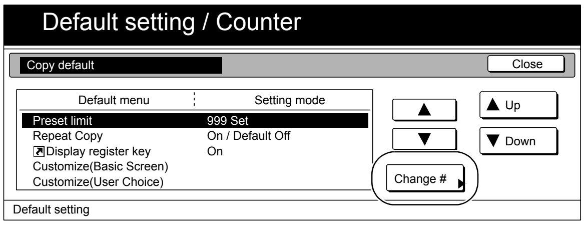

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

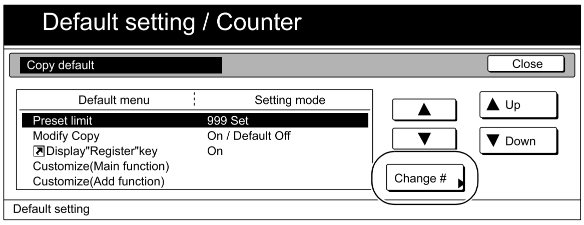
2 Select “Customize(User Choice)” under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The “Customize(User Choice)” screen will be displayed.

Inch specifications


Default setting / Counter
Copy default
Close
Default menu
Setting mode
▲
▼
▲ Up
▼ Down
Change #
Default setting

Preset limit 999 Set
Repeat Copy On / Default Off
Display register key On
Customize(Basic Screen)
Customize(User Choice)

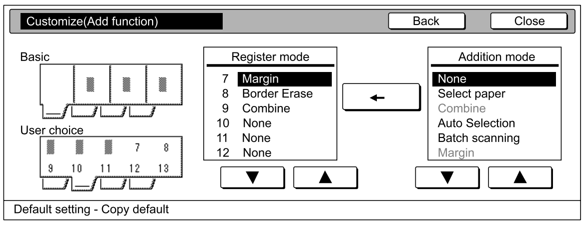
Metric specifications


Default setting / Counter
Copy default
Close
Default menu
Setting mode
▲
▼
▲ Up
▼ Down
Change #
Default setting

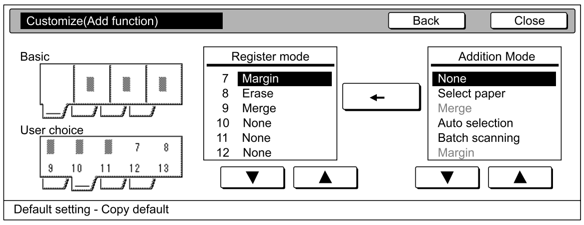
Preset limit 999 Set
Modify Copy On / Default Off
Display"Register"key On
Customize(Main function)
Customize(Add function)

3 If you want to add functions and/or modes to the “User choice” tab, press the “▼” or the “▲” cursor key under the list on the right to select the item you want to add. Then press the “▼” or the “▲” cursor key under the list on the left to select in what order you want it to be added in that tab. Finally, press the “←” key to add the selected item to the “User choice” tab.

Inch specifications


Customize(Add function)
Back
Close
Basic
User choice
7
8
9
10
11
12
13
Register mode
7 Margin
8 Border Erase
9 Combine
10 None
11 None
12 None
←
Addition mode
None
Select paper
Combine
Auto Selection
Batch scanning
Margin
▼
▲
▼
▲
Default setting - Copy default

Metric specifications


Customize(Add function)
Back
Close
Basic
User choice
7
8
9
10
11
12
13
Register mode
7 Margin
8 Erase
9 Merge
10 None
11 None
12 None
←
Addition Mode
None
Select paper
Merge
Auto selection
Batch scanning
Margin
▼
▲
▼
▲
Default setting - Copy default

NOTE
If you want to quit the displayed setting without changing it, press the “Back” key. The touch panel will return to the screen in step 2.

4 Press the “Close” key.
The touch panel will return to the screen in step 2.

5 Press the “Close” key once again.
The touch panel will return to the “Default setting” screen.

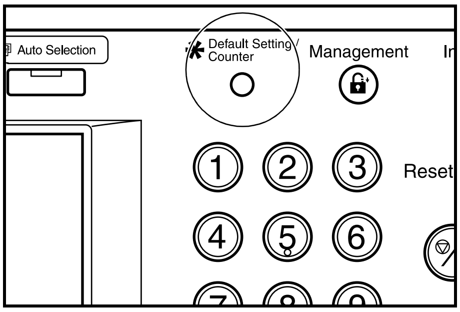
6 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

MP tray paper settings

Paper size and type

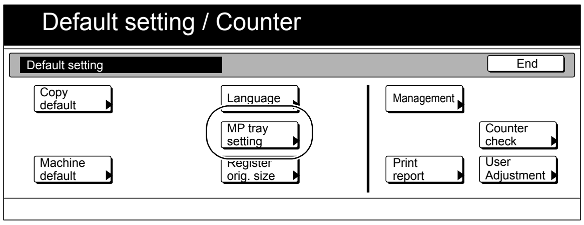
Perform the following procedure in order to use the MP tray to feed copy paper.

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting” screen will be displayed.

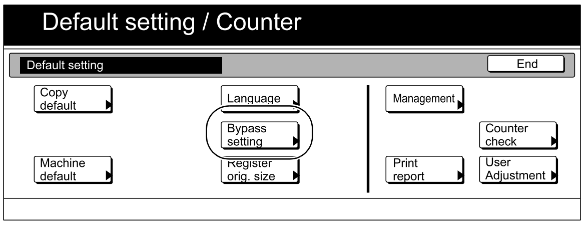

Auto Selection
Default Setting / Counter
Management
In
1
2
3
Reset
4
5
6
7
8
9

2 Press the “MP tray setting” key.
The “MP tray” screen will be displayed.

Inch specifications

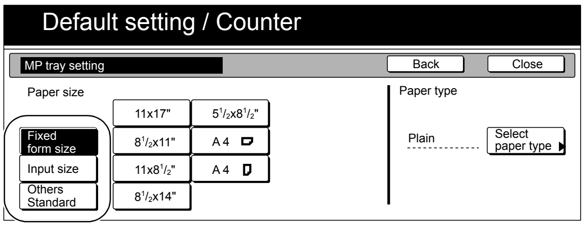

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

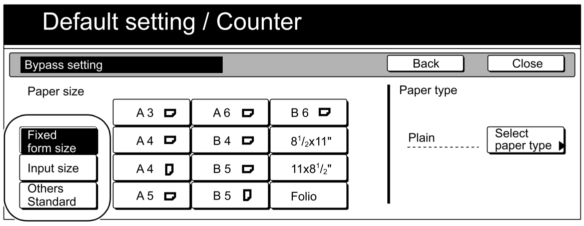

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

3 Press the key that corresponds to the size of paper to be used, and then proceed to step 5. If you want to enter a custom size, press the “Input size” key and then proceed to the next step.

Inch specifications

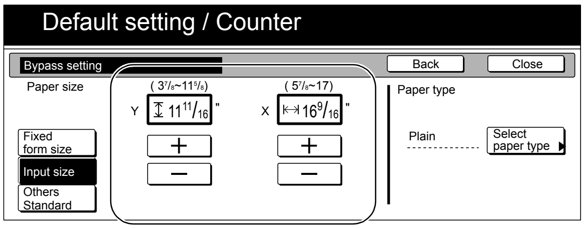

Default setting / Counter
MP tray setting
Back
Close
Paper size
Fixed form size
Input size
Others Standard
11x17"
5 1/2x8 1/2"
8 1/2x11"
A4
11x8 1/2"
A4
8 1/2x14"
Paper type
Plain
Select paper type

Metric specifications

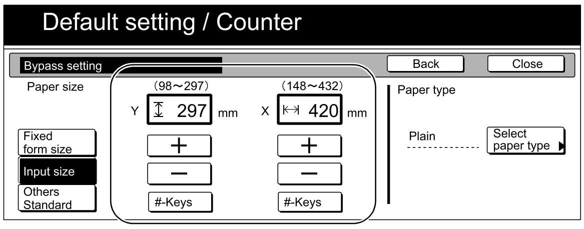

Default setting / Counter
Bypass setting
Back
Close
Paper size
Fixed form size
Input size
Others Standard
A3
A6
B6
A4
B4
8 1/2x11"
A4
B5
11x8 1/2"
A5
B5
Folio
Paper type
Plain
Select paper type

4 Press the “+” key or the “-” key to change each of the displayed sizes (length and width) to the desired settings. In metric specification copiers, the desired sizes can also be entered directly by pressing the corresponding “#-Keys” key and then using the keypad.

Inch specifications


Default setting / Counter
Bypass setting
Back
Close
Paper size
(3 7/8~11 5/8)
(5 7/8~17)
Y
11 11/16 "
X
16 9/16 "
+
−
+
−
Fixed form size
Input size
Others Standard
Paper type
Plain
Select paper type

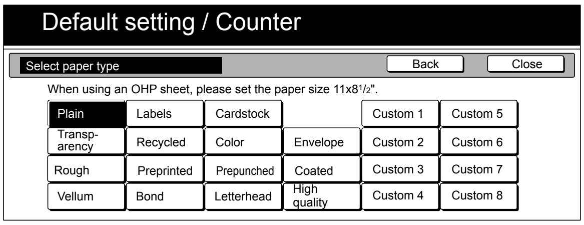
Metric specifications


Default setting / Counter
Bypass setting
Back
Close
Paper size
(98~297)
(148~432)
Y
297 mm
X
420 mm
+
−
+
−
#-Keys
#-Keys
Fixed form size
Input size
Others Standard
Paper type
Plain
Select paper type

5 Press the “Select paper type” key.
The “Select paper type” screen will be displayed.

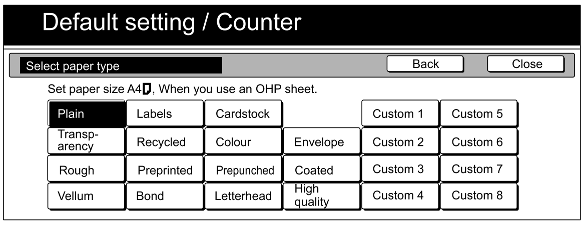
6 Press the key that corresponds to the type of paper to be used, and then press the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications


Default setting / Counter
Select paper type
Back
Close
Plain
Labels
Cardstock
Custom 1
Custom 5
Transp-arency
Recycled
Color
Envelope
Custom 2
Custom 6
Rough
Preprinted
Prepunched
Coated
Custom 3
Custom 7
Vellum
Bond
Letterhead
High quality
Custom 4
Custom 8

When using an OHP sheet, please set the paper size 11x8$^1/_2$".

Metric specifications


Default setting / Counter
Select paper type
Back
Close
Plain
Labels
Cardstock
Custom 1
Custom 5
Transp-arency
Recycled
Colour
Envelope
Custom 2
Custom 6
Rough
Preprinted
Prepunched
Coated
Custom 3
Custom 7
Vellum
Bond
Letterhead
High quality
Custom 4
Custom 8

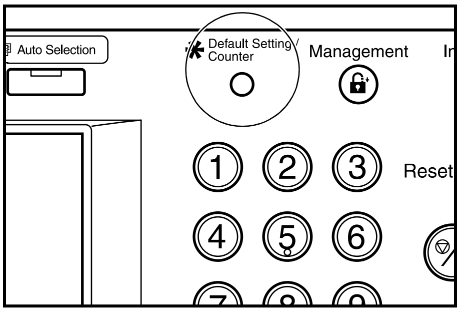
Set paper size A4▯, When you use an OHP sheet.

7 Press the “Close” key once again.
The touch panel will return to the screen in step 2.
Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Selecting other standard sizes

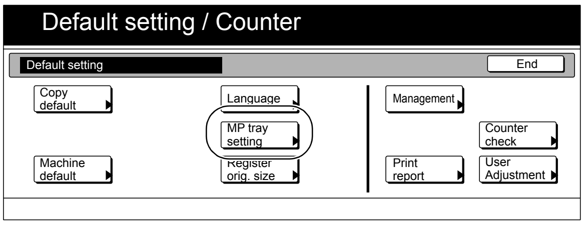
Perform the following procedure when you want to print out onto other standard sizes of special paper.

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting” screen will be displayed.

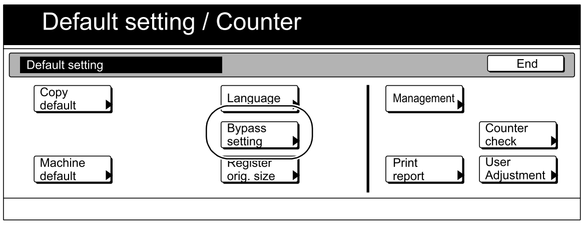

Auto Selection
Default Setting / Counter
Management
1
2
3
Reset
4
5
6

2 Press the “MP tray setting” key.
The “MP tray setting” screen will be displayed.

Inch specifications

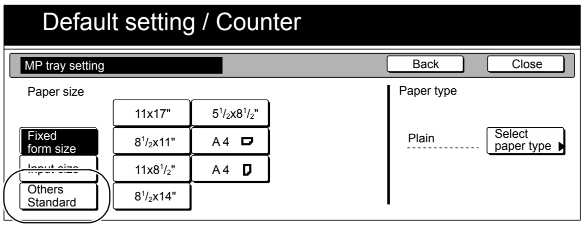

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

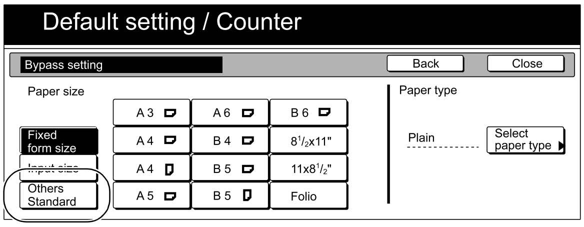

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

3 Press the “Others Standard” key.

Inch specifications

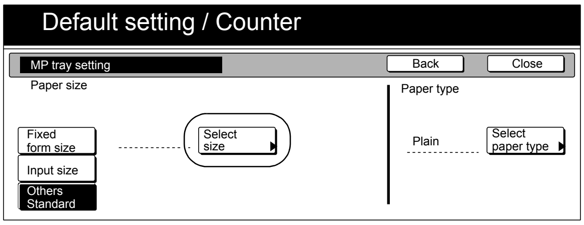

Default setting / Counter
MP tray setting
Back
Close
Paper size
11x17"
5$^1/_2$x8$^1/_2$"
Fixed form size
8$^1/_2$x11"
A4 ▭
Input size
11x8$^1/_2$"
A4 ▯
Others Standard
8$^1/_2$x14"
Paper type
Plain
Select paper type

Metric specifications


Default setting / Counter
Bypass setting
Back
Close
Paper size
A3 ▭
A6 ▭
B6 ▭
Fixed form size
A4 ▭
B4 ▭
8$^1/_2$x11"
Input size
A4 ▯
B5 ▭
11x8$^1/_2$"
Others Standard
A5 ▭
B5 ▯
Folio
Paper type
Plain
Select paper type

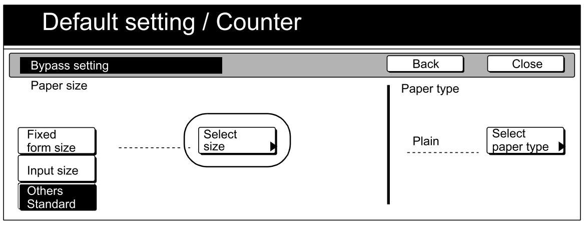
4 Press the “Select size” key.
The “Select size” screen will be displayed.

Inch specifications


Default setting / Counter

MP tray setting
Back
Close
Paper size
Fixed form size
Input size
Others Standard
Select size
Paper type
Plain
Select paper type

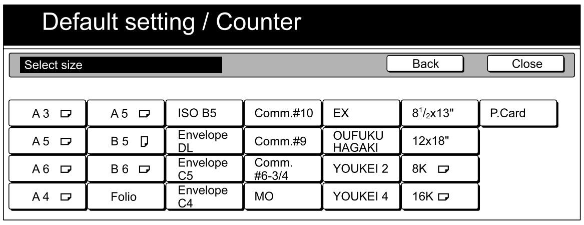
Metric specifications


Default setting / Counter

Bypass setting
Back
Close
Paper size
Fixed form size
Input size
Others Standard
Select size
Paper type
Plain
Select paper type

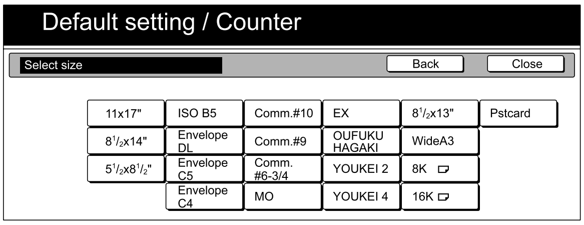
5 Press the key that corresponds to the size of paper you want to use, and then press the “Close” key. The touch panel will return to the screen in step 4.

Inch specifications


Default setting / Counter

Select size
Back
Close
A 3 ▭
A 5 ▭
A 6 ▭
A 4 ▭
A 5 ▭
B 5 ▯
B 6 ▭
Folio
ISO B5
Envelope DL
Envelope C5
Envelope C4
Comm.#10
Comm.#9
Comm. #6-3/4
MO
EX
OUFUKU HAGAKI
YOUKEI 2
YOUKEI 4
8½x13"
12x18"
8K ▭
16K ▭
P.Card

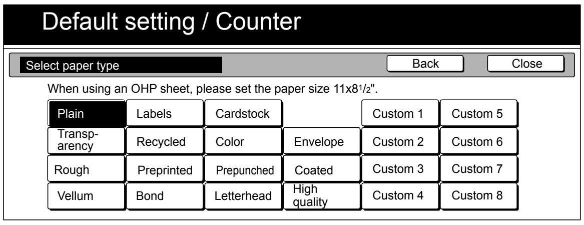
Metric specifications


Default setting / Counter

Select size
Back
Close
11x17"
8½x14"
5½x8½"
ISO B5
Envelope DL
Envelope C5
Envelope C4
Comm.#10
Comm.#9
Comm. #6-3/4
MO
EX
OUFUKU HAGAKI
YOUKEI 2
YOUKEI 4
8½x13"
WideA3
8K ▭
16K ▭
Pstcard

6 Press the “Select paper type” key. The “Select paper type” screen will be displayed.
Press the key that corresponds to the type of paper you want to use, and then press the “Close” key. The touch panel will return to the screen in step 4.

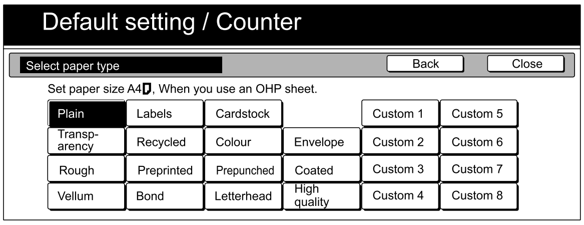
Inch specifications


Default setting / Counter

When using an OHP sheet, please set the paper size 11x8½".

Select paper type
Back
Close
Plain
Transp-arency
Rough
Vellum
Labels
Recycled
Preprinted
Bond
Cardstock
Color
Prepunched
Letterhead
Envelope
Coated
High quality
Custom 1
Custom 2
Custom 3
Custom 4
Custom 5
Custom 6
Custom 7
Custom 8

Metric specifications


Default setting / Counter

Set paper size A4▯, When you use an OHP sheet.

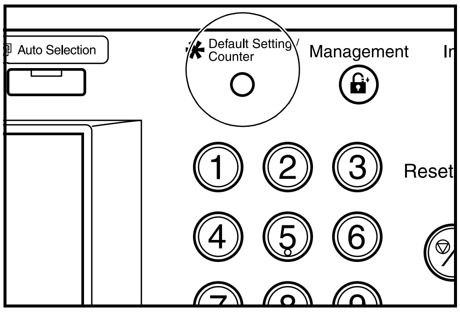
Select paper type
Back
Close
Plain
Transp-arency
Rough
Vellum
Labels
Recycled
Preprinted
Bond
Cardstock
Colour
Prepunched
Letterhead
Envelope
Coated
High quality
Custom 1
Custom 2
Custom 3
Custom 4
Custom 5
Custom 6
Custom 7
Custom 8

7 Press the “Close” key.
The touch panel will return to the screen in step 2.
Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Original size registration

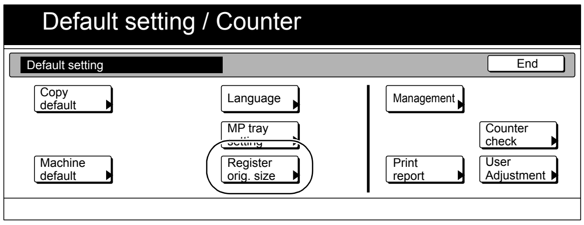
Perform the following procedure in order to register a custom original size that can be used under the “Original size selection” procedure.

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting” screen will be displayed.

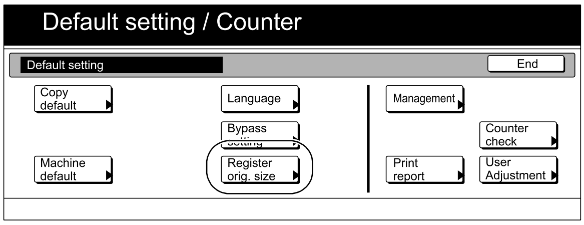

Auto Selection
Default Setting / Counter
Management
Reset
1
2
3
4
5
6

2 Press the “Register orig. size” key.
The “Register orig. size” screen will be displayed.

Inch specifications

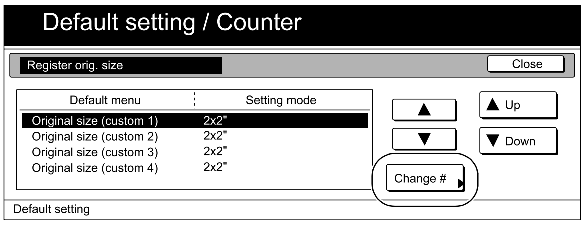

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

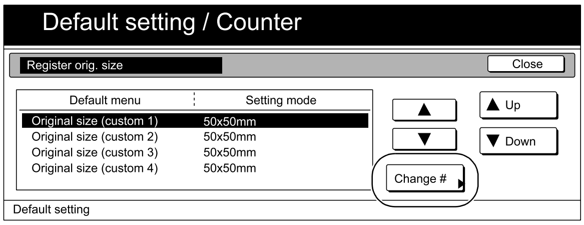
3 Select of the “Original size (custom 1)” to “Original size (custom 4)” settings under the “Default menu” column on the left side of the touch panel and then press the “Change #” key.
The corresponding setting screen will be displayed.

Inch specifications


Default setting / Counter
Register orig. size
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Original size (custom 1)	2x2"
Original size (custom 2)	2x2"
Original size (custom 3)	2x2"
Original size (custom 4)	2x2"

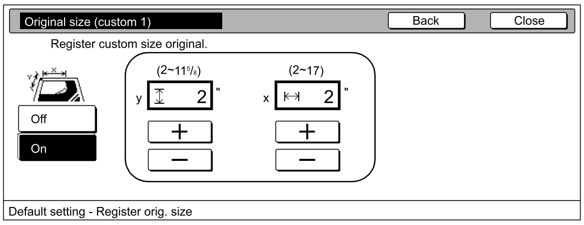
Metric specifications


Default setting / Counter
Register orig. size
Close
▲
▼
▲ Up
▼ Down
Change #
Default setting

Default menu	Setting mode
Original size (custom 1)	50x50mm
Original size (custom 2)	50x50mm
Original size (custom 3)	50x50mm
Original size (custom 4)	50x50mm

4 Press the “+” key or the “-” key to change each of the displayed sizes (Y = width and X = length) to the desired settings.
If you do not want to register a custom original size, press the “Off” key.

Inch specifications



Original size (custom 1)

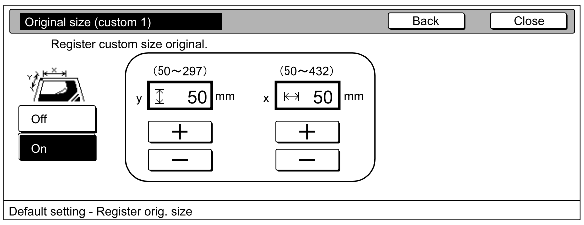
Register custom size original.

y 2" (2~11 5/8)

x 2" (2~17)

Default setting - Register orig. size

Metric specifications



Original size (custom 1)

Register custom size original.

y 50 mm (50~297)

x 50 mm (50~432)

Default setting - Register orig. size

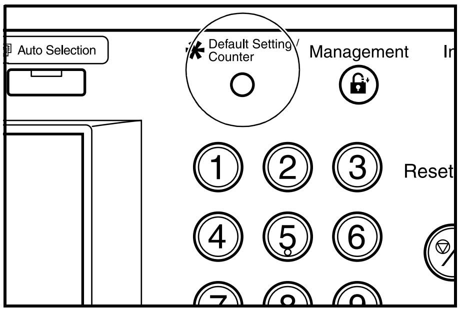
5 Press the “Close” key. The touch panel will return to the screen in step 3.

6 Press the “Close” key. The touch panel will return to the screen in step 2. Press the “End” key. The touch panel will return to the contents of the “Basic” tab.

Auto color adjustment

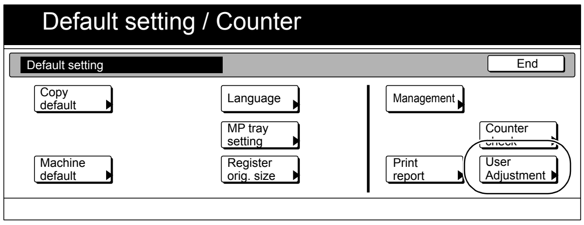
Slight changes in color copying may take place if your color copier is used over a long period of time. If the color of the originals and that which appears on the copies begins to differ greatly, use this procedure to adjust the color.

1 With the content of the "Basic" tab displayed, press the [Default Setting/Counter] key.
The "Default setting" screen will be displayed.

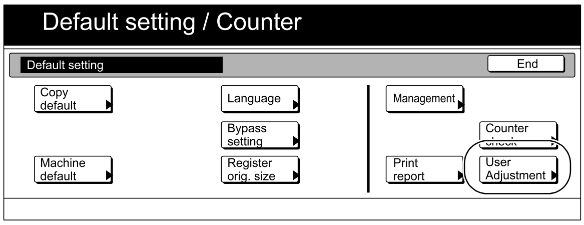

Auto Selection
Default Setting / Counter
Management
Reset
1
2
3
4
5
6

2 Press the "User adjustment" key.

Inch specifications

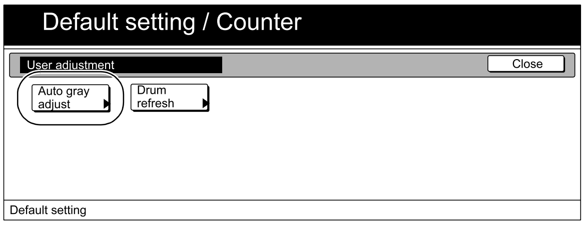

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

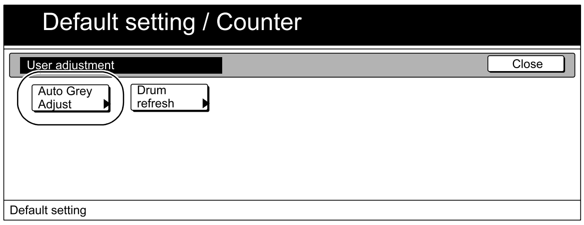

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

3 Press the "Auto gray adjust" key.

Inch specifications

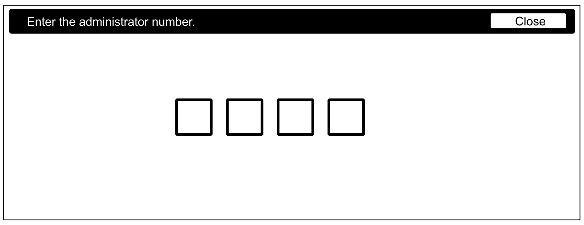

Default setting / Counter
User adjustment
Close
Auto gray adjust
Drum refresh
Default setting

Metric specifications

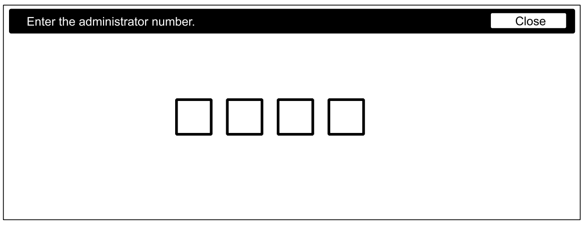

Default setting / Counter
User adjustment
Close
Auto Grey Adjust
Drum refresh
Default setting

4 Use the keypad to enter the 4-digit management code.
The factory default setting is "4000".
If the entered code matches the registered one, the "Auto gray adjust" screen will be displayed.

Inch specifications

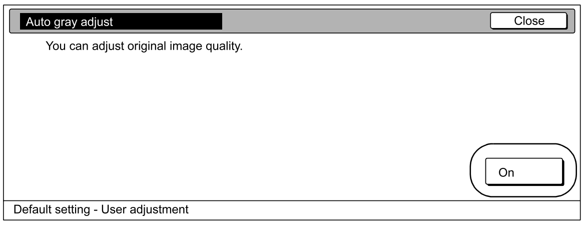

Enter the administrator number.

Metric specifications


Enter the administrator number.

5 Press the “On” key.
A corresponding color pattern will be printed out.

Inch specifications

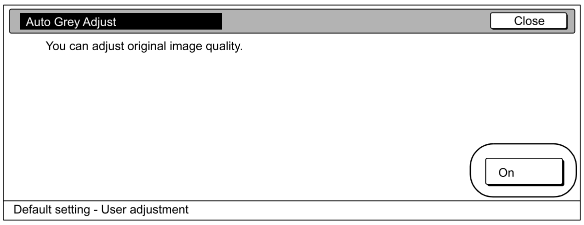


Auto gray adjust

You can adjust original image quality.

Default setting - User adjustment

Metric specifications



Auto Grey Adjust

You can adjust original image quality.

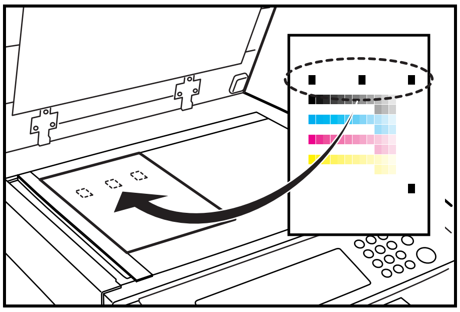
Default setting - User adjustment

NOTE
Make sure there 11" × 8 1/2" [A4] size paper loaded in one of the drawers[cassettes].

6 Once that pattern has been printed out, set it on the platen.

NOTES

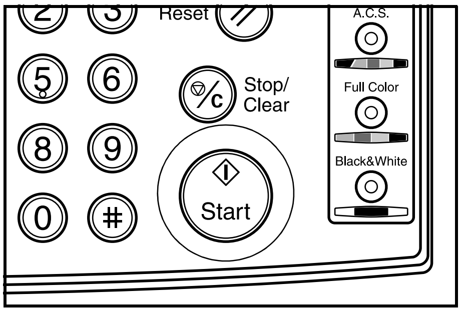
- Set the color pattern on the platen so that the 3 squares are located towards the rear of the platen as shown in the illustration.



- BE SURE to place the color pattern face-down on the platen.
- To cancel the auto color adjustment procedure, simply press the “Cancel” key.

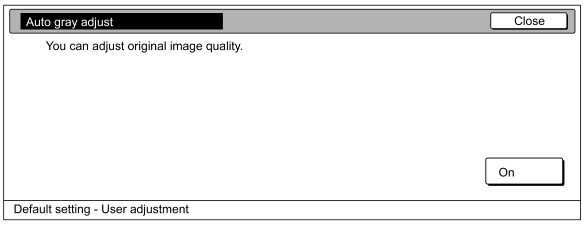
7 Close the original cover.

8 Press the [Start] key.
The color pattern will be scanned and auto color adjustment performed automatically.



9 Once adjustment is completed, the touch panel will return to the screen in step 5.

Inch specifications

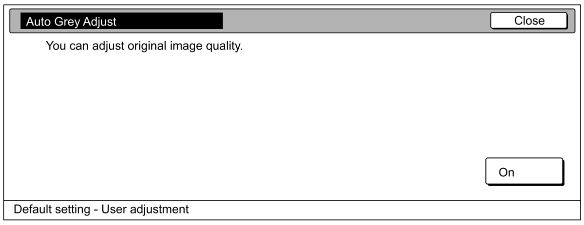


Auto gray adjust

You can adjust original image quality.

Default setting - User adjustment

Metric specifications



Auto Grey Adjust

You can adjust original image quality.

Default setting - User adjustment

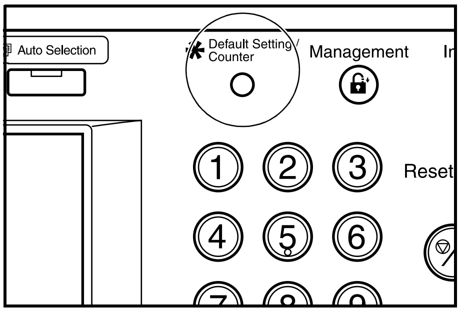
10 Press the “Close” key.
The touch panel will return to the screen in step 3.

11 Press the “Close” key.
The touch panel will return to the screen in step 2.
Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

Drum refresh

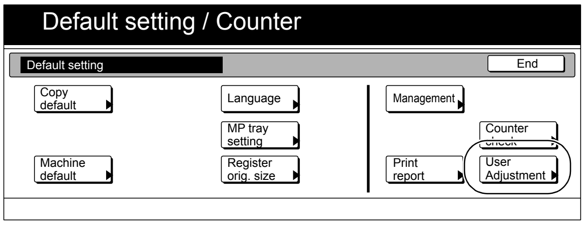
Perform the following procedure if it seems like the printed image is blurred or running, or if there are unprinted white areas on the page. The drum refreshing operation will take approximately 5 minutes.

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting” screen will be displayed.

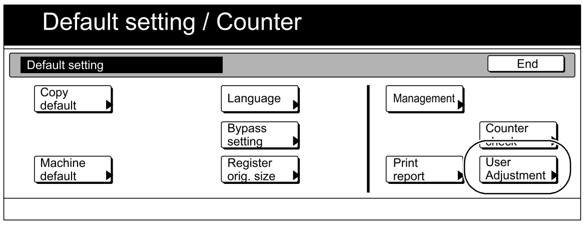

Auto Selection
Default Setting / Counter
Management
Reset
1
2
3
4
5
6

2 Press the “User adjustment” key.

Inch specifications

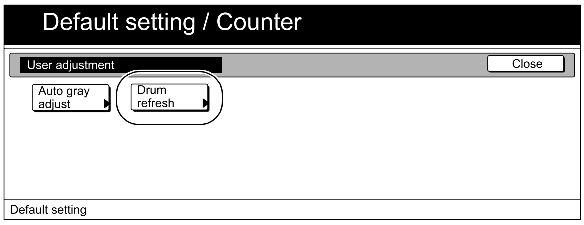

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

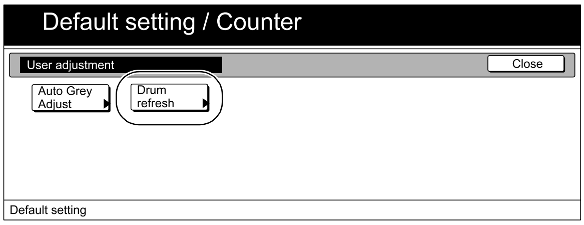

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter
Machine default
Register orig. size
Print report
User Adjustment

3 Press the “Drum refresh” key. The “Drum refresh” screen will be displayed.

Inch specifications

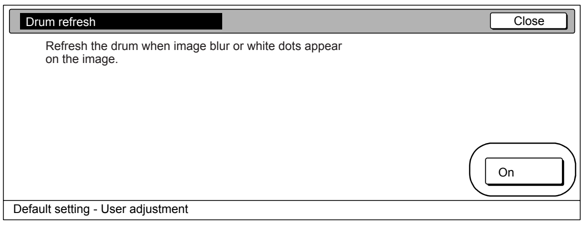

Default setting / Counter
User adjustment
Close
Auto gray adjust
Drum refresh
Default setting

Metric specifications


Default setting / Counter
User adjustment
Close
Auto Grey Adjust
Drum refresh
Default setting

4 Press the “On” key. The drum refreshing process will begin. This operation will take approximately 5 minutes.

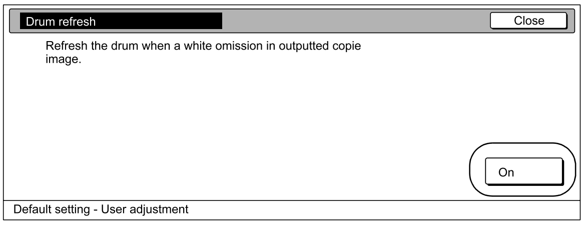
Inch specifications


Drum refresh
Close

Refresh the drum when image blur or white dots appear on the image.

On
Default setting - User adjustment

Metric specifications

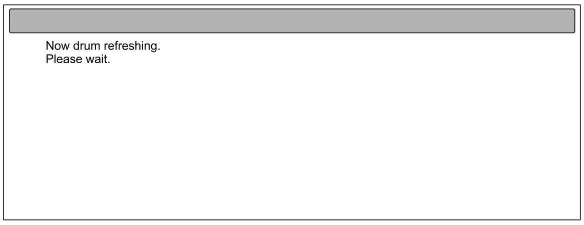

Drum refresh
Close

Refresh the drum when a white omission in outputted copie image.

On
Default setting - User adjustment

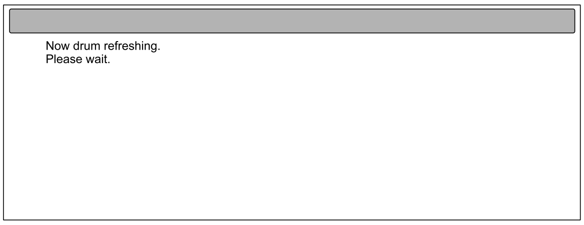
5 Once the operation is completed, press the “Close” key.
The touch panel will return to the screen in step 3.

Inch specifications



Now drum refreshing.
Please wait.

Metric specifications



Now drum refreshing.
Please wait.

6 Press the “Close” key.
The touch panel will return to the screen in step 2.
Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

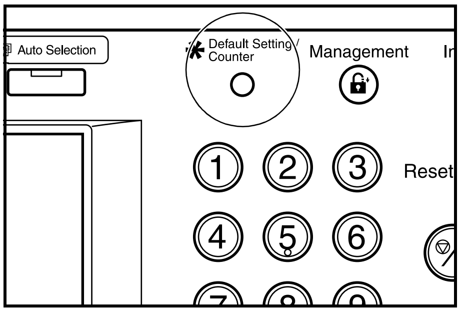
Checking the total counter and printing out the counter report

Perform this procedure when you want to check, on the touch panel, the total count of copies, etc., made on this machine as a whole. You can also print out the information as a counter report.

NOTES

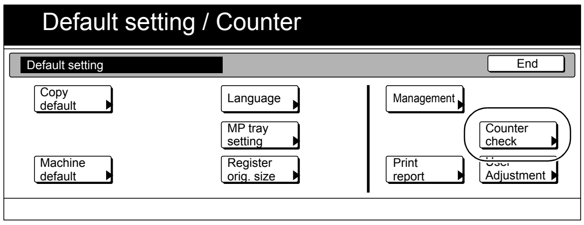
- This procedure lets you individually check the total number of full color and black and white copies made on this machine as a whole.
- You can also check the total number of printouts made under each of the printer, scanner and optional fax functions.
- You can additionally check the number of originals scanned on this machine.

1 With the content of the "Basic" tab displayed, press the [Default Setting/Counter] key.
The "Default setting" screen will be displayed.

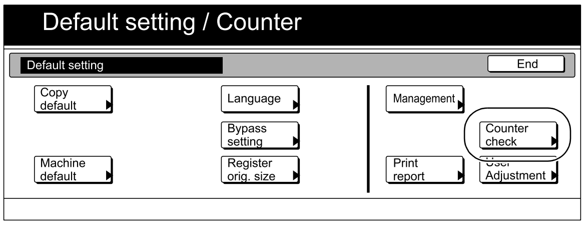

Auto Selection
Default Setting / Counter
Management
In
1
2
3
Reset
4
5
6

2 Press the "Counter check" key.
The "Counter check" screen will be displayed.

Inch specifications

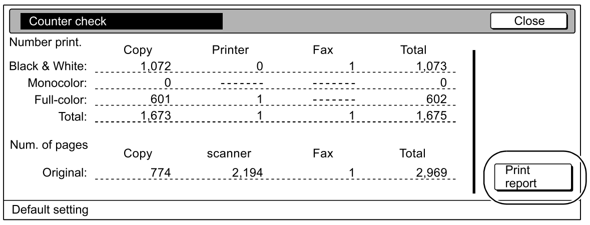

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
Adjustment

Metric specifications


Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
Adjustment

3 The total number of copies and printouts made will be displayed.
If you want to print out a counter report, press the "Print report" key.

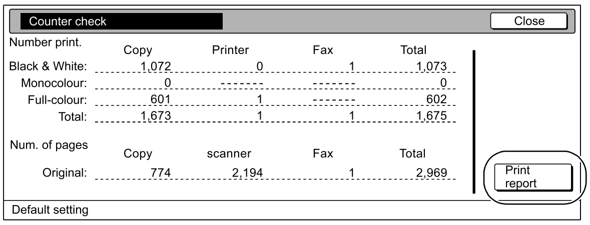
Inch specifications


Counter check
Close
Print report
Default setting

Number print.	Copy	Printer	Fax	Total
Black & White:	1,072	0	1	1,073
Monocolor:	0	-------	-------	0
Full-color:	601	1	-------	602
Total:	1,673	1	1	1,675

Num. of pages	Copy	scanner	Fax	Total
Original:	774	2,194	1	2,969

Metric specifications


Counter check
Close
Print report
Default setting

Number print.	Copy	Printer	Fax	Total
Black & White:	1,072	0	1	1,073
Monocolour:	0	-------	-------	0
Full-colour:	601	1	-------	602
Total:	1,673	1	1	1,675

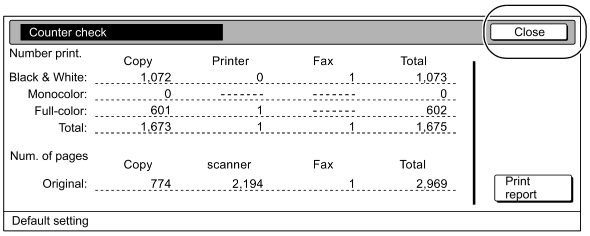
Num. of pages	Copy	scanner	Fax	Total
Original:	774	2,194	1	2,969

NOTE

Make sure there is 11" × 8 1/2" [A4] size paper loaded in one of the drawers[cassettes] when you print out the counter report.

4 Once you are finished checking the counts, press the "Close" key.
The touch panel will return to the screen in step 2.

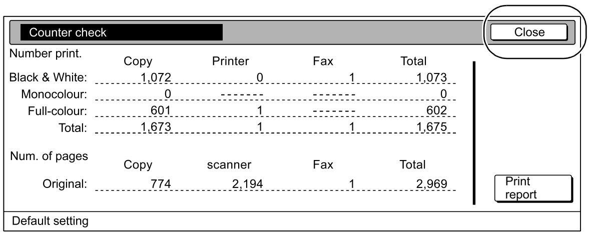
Inch specifications


Counter check
Close
Print report
Default setting

Number print.	Copy	Printer	Fax	Total
Black & White:	1,072	0	1	1,073
Monocolor:	0	-------	-------	0
Full-color:	601	1	-------	602
Total:	1,673	1	1	1,675

Num. of pages	Copy	scanner	Fax	Total
Original:	774	2,194	1	2,969

Metric specifications

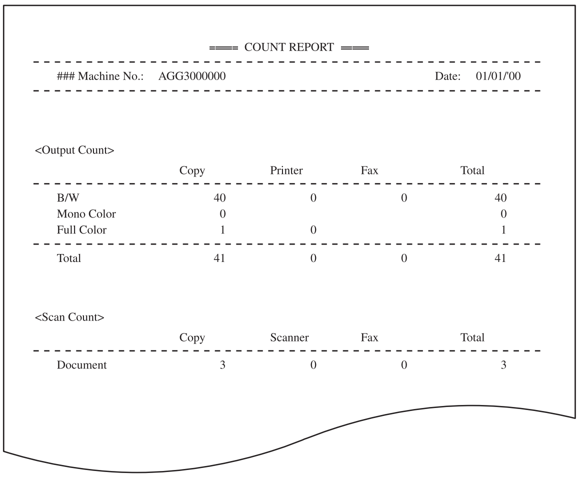

Counter check
Close
Print report
Default setting

Number print.	Copy	Printer	Fax	Total
Black & White:	1,072	0	1	1,073
Monocolour:	0	-------	-------	0
Full-colour:	601	1	-------	602
Total:	1,673	1	1	1,675

Num. of pages	Copy	scanner	Fax	Total
Original:	774	2,194	1	2,969

5 Press the "End" key.
The touch panel will return to the contents of the "Basic" tab.

Sample counter report



==== COUNT REPORT ====

Machine No.: AGG3000000 Date: 01/01/'00

<Output Count>

	Copy	Printer	Fax	Total
B/W	40	0	0	40
Mono Color	0			0
Full Color	1	0		1
Total	41	0	0	41

<Scan Count>

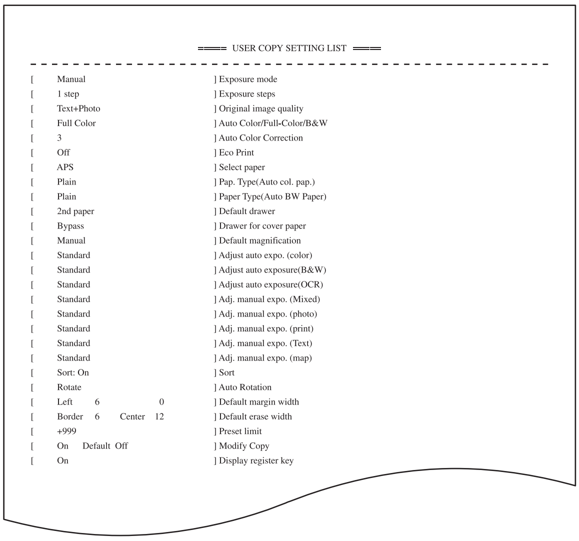
	Copy	Scanner	Fax	Total
Document	3	0	0	3

Status report print out

Perform the following procedure to print out one of the status report.

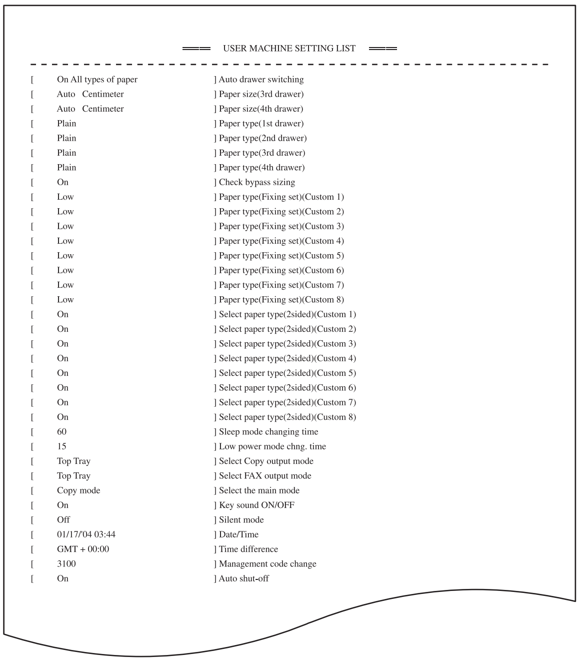
NOTE
Make sure there 11" × 8 1/2" [A4] size paper loaded in one of the drawers[cassettes].

<Copy status report>



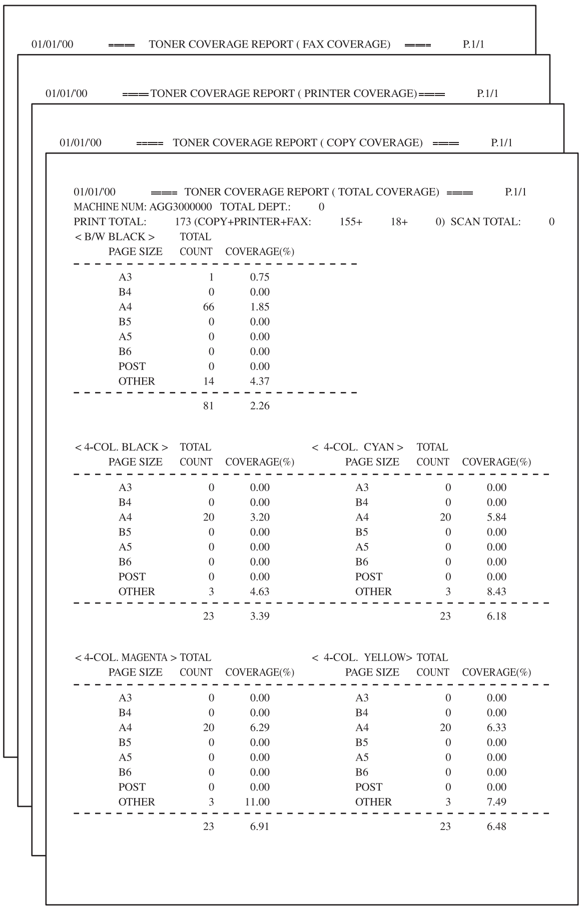
```
                    ====  USER COPY SETTING LIST  ====
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
[     Manual                      ] Exposure mode
[     1 step                      ] Exposure steps
[     Text+Photo                  ] Original image quality
[     Full Color                  ] Auto Color/Full-Color/B&W
[     3                           ] Auto Color Correction
[     Off                         ] Eco Print
[     APS                         ] Select paper
[     Plain                       ] Pap. Type(Auto col. pap.)
[     Plain                       ] Paper Type(Auto BW Paper)
[     2nd paper                   ] Default drawer
[     Bypass                      ] Drawer for cover paper
[     Manual                      ] Default magnification
[     Standard                    ] Adjust auto expo. (color)
[     Standard                    ] Adjust auto exposure(B&W)
[     Standard                    ] Adjust auto exposure(OCR)
[     Standard                    ] Adj. manual expo. (Mixed)
[     Standard                    ] Adj. manual expo. (photo)
[     Standard                    ] Adj. manual expo. (print)
[     Standard                    ] Adj. manual expo. (Text)
[     Standard                    ] Adj. manual expo. (map)
[     Sort: On                    ] Sort
[     Rotate                      ] Auto Rotation
[     Left     6            0     ] Default margin width
[     Border   6    Center  12    ] Default erase width
[     +999                        ] Preset limit
[     On    Default  Off          ] Modify Copy
[     On                          ] Display register key
```

<Machine status report>



```
                  ===   USER MACHINE SETTING LIST   ===
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
[     On All types of paper       ] Auto drawer switching
[     Auto   Centimeter           ] Paper size(3rd drawer)
[     Auto   Centimeter           ] Paper size(4th drawer)
[     Plain                       ] Paper type(1st drawer)
[     Plain                       ] Paper type(2nd drawer)
[     Plain                       ] Paper type(3rd drawer)
[     Plain                       ] Paper type(4th drawer)
[     On                          ] Check bypass sizing
[     Low                         ] Paper type(Fixing set)(Custom 1)
[     Low                         ] Paper type(Fixing set)(Custom 2)
[     Low                         ] Paper type(Fixing set)(Custom 3)
[     Low                         ] Paper type(Fixing set)(Custom 4)
[     Low                         ] Paper type(Fixing set)(Custom 5)
[     Low                         ] Paper type(Fixing set)(Custom 6)
[     Low                         ] Paper type(Fixing set)(Custom 7)
[     Low                         ] Paper type(Fixing set)(Custom 8)
[     On                          ] Select paper type(2sided)(Custom 1)
[     On                          ] Select paper type(2sided)(Custom 2)
[     On                          ] Select paper type(2sided)(Custom 3)
[     On                          ] Select paper type(2sided)(Custom 4)
[     On                          ] Select paper type(2sided)(Custom 5)
[     On                          ] Select paper type(2sided)(Custom 6)
[     On                          ] Select paper type(2sided)(Custom 7)
[     On                          ] Select paper type(2sided)(Custom 8)
[     60                          ] Sleep mode changing time
[     15                          ] Low power mode chng. time
[     Top Tray                    ] Select Copy output mode
[     Top Tray                    ] Select FAX output mode
[     Copy mode                   ] Select the main mode
[     On                          ] Key sound ON/OFF
[     Off                         ] Silent mode
[     01/17/'04 03:44             ] Date/Time
[     GMT + 00:00                 ] Time difference
[     3100                        ] Management code change
[     On                          ] Auto shut-off
```

<Toner coverage report>

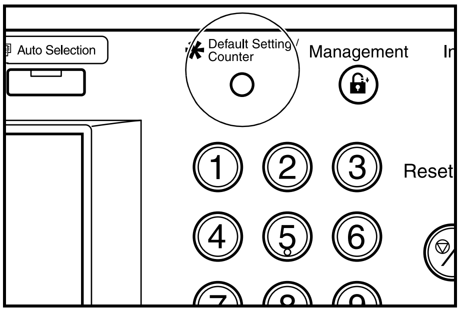


```
01/01/'00     ===   TONER COVERAGE REPORT ( FAX COVERAGE)   ===      P.1/1

01/01/'00     ===TONER COVERAGE REPORT ( PRINTER COVERAGE)===       P.1/1

01/01/'00     ====  TONER COVERAGE REPORT ( COPY COVERAGE)  ===      P.1/1

01/01/'00     ===  TONER COVERAGE REPORT ( TOTAL COVERAGE)  ===      P.1/1
MACHINE NUM: AGG3000000  TOTAL DEPT.:      0
PRINT TOTAL:      173 (COPY+PRINTER+FAX:     155+     18+      0)  SCAN TOTAL:     0
< B/W BLACK >      TOTAL
      PAGE SIZE    COUNT   COVERAGE(%)
- - - - - - - - - - - - - - - - - - - - - - - - - - -
         A3            1      0.75
         B4            0      0.00
         A4           66      1.85
         B5            0      0.00
         A5            0      0.00
         B6            0      0.00
         POST          0      0.00
         OTHER        14      4.37
- - - - - - - - - - - - - - - - - - - - - - - - - - -
                      81      2.26

< 4-COL. BLACK >   TOTAL                          <  4-COL.  CYAN >   TOTAL
      PAGE SIZE    COUNT   COVERAGE(%)                 PAGE SIZE     COUNT   COVERAGE(%)
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
         A3            0      0.00                        A3              0      0.00
         B4            0      0.00                        B4              0      0.00
         A4           20      3.20                        A4             20      5.84
         B5            0      0.00                        B5              0      0.00
         A5            0      0.00                        A5              0      0.00
         B6            0      0.00                        B6              0      0.00
         POST          0      0.00                        POST            0      0.00
         OTHER         3      4.63                        OTHER           3      8.43
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
                      23      3.39                                       23      6.18

< 4-COL. MAGENTA > TOTAL                          <  4-COL.  YELLOW> TOTAL
      PAGE SIZE    COUNT   COVERAGE(%)                 PAGE SIZE     COUNT   COVERAGE(%)
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
         A3            0      0.00                        A3              0      0.00
         B4            0      0.00                        B4              0      0.00
         A4           20      6.29                        A4             20      6.33
         B5            0      0.00                        B5              0      0.00
         A5            0      0.00                        A5              0      0.00
         B6            0      0.00                        B6              0      0.00
         POST          0      0.00                        POST            0      0.00
         OTHER         3     11.00                        OTHER           3      7.49
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
                      23      6.91                                       23      6.48
```

NOTE
The toner coverage report indicates the number of copies and the average black ratio for each copy paper size. The following 4 different toner coverage reports can be printed out:

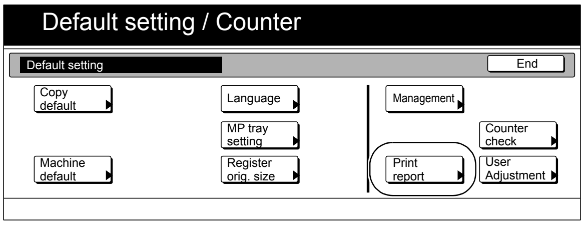
- Total toner coverage report
- Copy toner coverage report
- Printer toner coverage report
- Fax toner coverage report

1 With the content of the "Basic" tab displayed, press the [Default Setting/Counter] key.
The "Default setting" screen will be displayed.

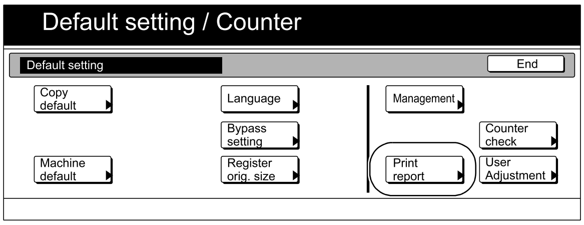


2 Press the “Print report” key.

Inch specifications

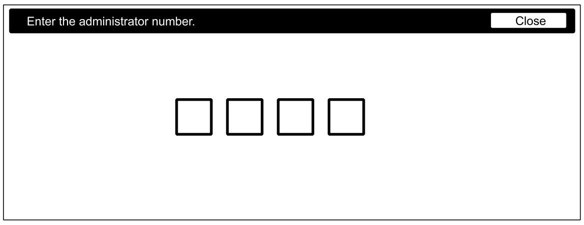

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

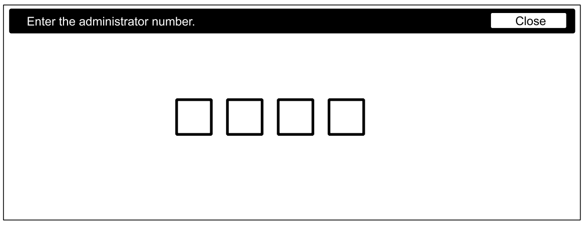

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

3 Use the keypad to enter the 4-digit management code. The factory default setting is “4000”.

Inch specifications


Enter the administrator number.

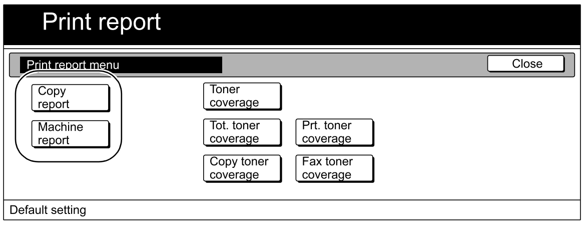
Metric specifications


Enter the administrator number.

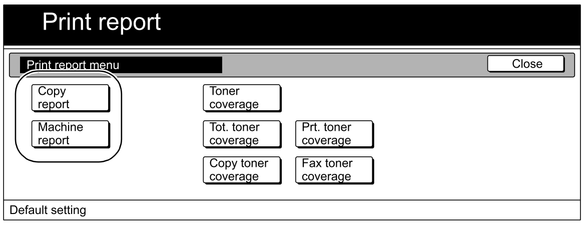
NOTE
It is possible for you to change the 4-digit management code. (See “**Changing the management code**” on page 7-61.)

4 Once the “Print report menu” screen is displayed, press the key of the report that you want to print out.

Inch specifications


Print report
Print report menu
Close
Copy report
Machine report
Toner coverage
Tot. toner coverage
Prt. toner coverage
Copy toner coverage
Fax toner coverage
Default setting

Metric specifications

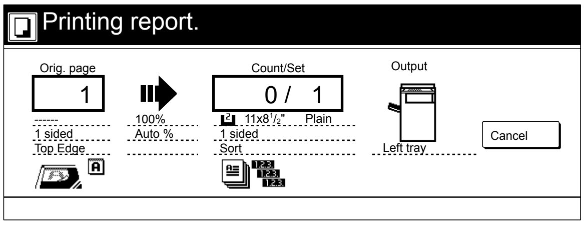

Print report
Print report menu
Close
Copy report
Machine report
Toner coverage
Tot. toner coverage
Prt. toner coverage
Copy toner coverage
Fax toner coverage
Default setting

NOTES

- Make sure there is 11" × 8 1/2" [A4] size paper loaded in one of the drawers[cassettes] when you print out a status report.
- If you press the “Toner coverage” key, the 4 different toner coverage reports will be printed out together.

5 The “Printing report” screen will be displayed and the selected status report will be printed out.

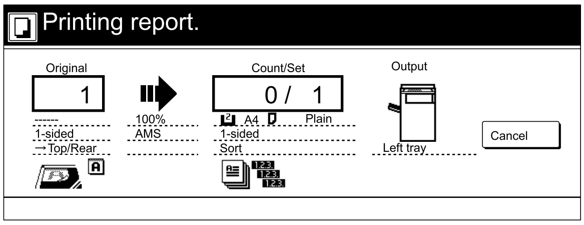
Inch specifications



Printing report.

Orig. page
1
------
1 sided
Top Edge
100%
Auto %
Count/Set
0/ 1
11x8 1/2"
Plain
1 sided
Sort
1.2.3.
Output
Left tray
Cancel

Metric specifications



Printing report.

Original
1

1-sided
→Top/Rear
100%
AMS
Count/Set
0/ 1
A4
Plain
1-sided
Sort
1.2.3.
Output
Left tray
Cancel

NOTE
To cancel print out of the report, simply press the “Cancel” key.

Once the report is printed out, the touch panel will return to the screen in step 4.

6 Press the “Close” key.
The touch panel will return to the screen in step 2.

7 Press the “End” key.
The touch panel will return to the contents of the “Basic” tab.

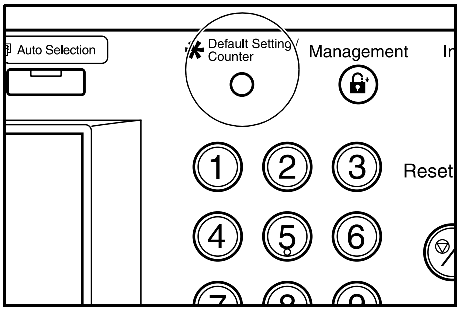
Language selection function

You can select the language that will be used in the touch panel.
Available languages:

Inch specifications
English, French (Français) and Spanish (Español),
Japanese (日本語)

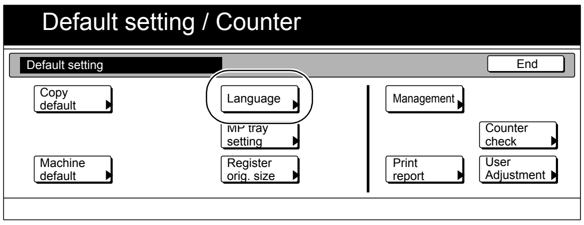
Metric specifications
English, German (Deutsch), French (Français), Spanish (Español) and Italian (Italiano)

1 With the content of the “Basic” tab displayed, press the [Default Setting/Counter] key.
The “Default setting” screen will be displayed.

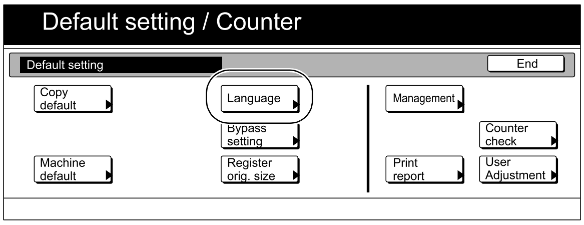

Auto Selection
Default Setting / Counter
Management
1
2
3
Reset
4
5
6

2 Press the “Language” key.
The “Language” screen will be displayed.

Inch specifications

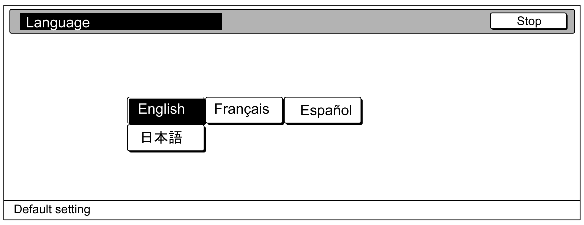

Default setting / Counter
Default setting
End
Copy default
Language
Management
MP tray setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

Metric specifications

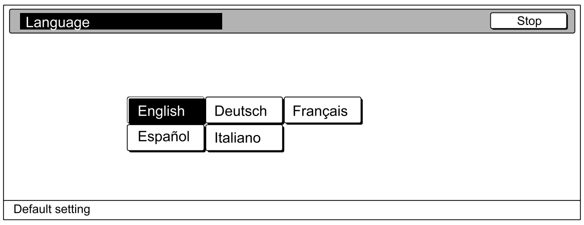

Default setting / Counter
Default setting
End
Copy default
Language
Management
Bypass setting
Counter check
Machine default
Register orig. size
Print report
User Adjustment

3 Press the key that corresponds to the language that you want to use.

Inch specifications


Language
Stop
English
Français
Español
日本語
Default setting

Metric specifications


Language
Stop
English
Deutsch
Français
Español
Italiano
Default setting

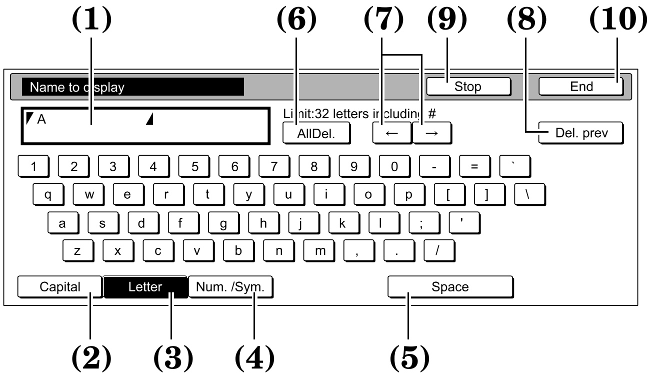
Entering characters

Use the following screens to enter characters when registering names for programs and for departments, etc.

Character input screens

Inch specifications

Letter keyboard


Name to display

Limit:32 letters including #

(1)
(6)
(7)
(9)
(8)
(10)
Stop
End
A
AllDel.
←
→
Del. prev
1 2 3 4 5 6 7 8 9 0 - = `
q w e r t y u i o p [ ] \
a s d f g h j k l ; '
z x c v b n m , . /
Capital
Letter
Num. /Sym.
Space
(2)
(3)
(4)
(5)

(1) Entry field
Displays entered information.

(2) "Capital" key
Press this key when you want to enter uppercase letters.

(3) "Letter" key
Press this key when you want to enter lowercase letters.

(4) "Num. /Sym." key
Press this key when you want to enter numerals and symbols.

(5) "Space" key
Press this key when you want to enter a space.

(6) "AllDel." key
Press this key when you want to delete all characters that have been entered to this point.

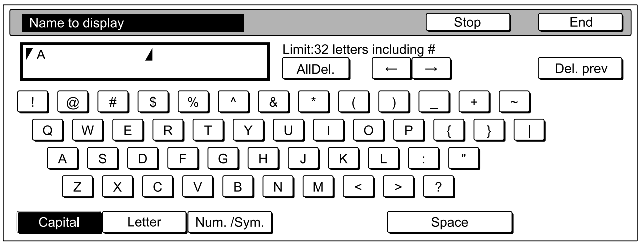
(7) "←" and "→" keys
Press these keys when you want to move the cursor.

(8) "Del. prev" key
Press this key when you want to delete the character to the left of the cursor.

(9) "Stop" key
Press this key when you want to cancel character input and return to the previous screen.

(10) "End" key
Press this key when you want to register the entered information.

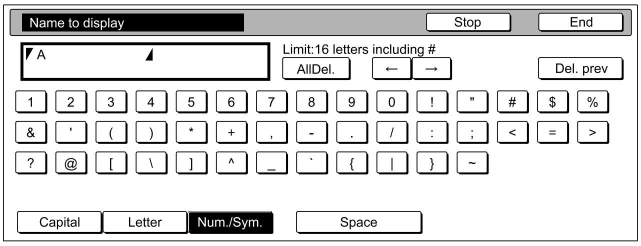
Capital keyboard


Name to display

Limit:32 letters including #

Stop
End
A
AllDel.
←
→
Del. prev
! @ # $ % ^ & * ( ) _ + ~
Q W E R T Y U I O P { } |
A S D F G H J K L : "
Z X C V B N M < > ?
Capital
Letter
Num. /Sym.
Space

Numeral/Symbol keyboard

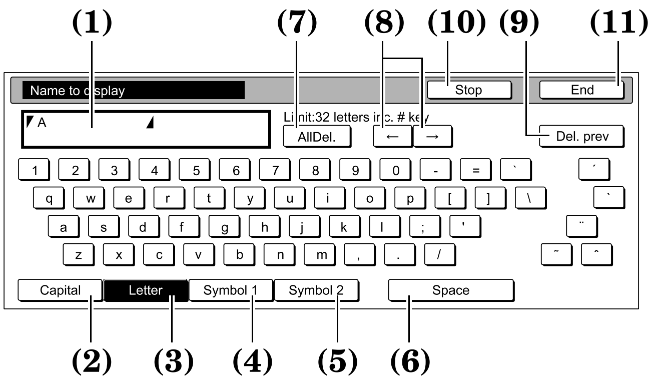

Name to display

Limit:16 letters including #

Stop
End
A
AllDel.
←
→
Del. prev
1 2 3 4 5 6 7 8 9 0 ! " # $ %
& ' ( ) * + , - . / : ; < = >
? @ [\ ] ^ _ ` { | } ~
Capital
Letter
Num./Sym.
Space

Metric specifications

Letter keyboard


(1)
(7)
(8)
(10)
(9)
(11)
Name to display
Stop
End
A
Limit:32 letters inc. # key
AllDel.
←
→
Del. prev
1 2 3 4 5 6 7 8 9 0 - = ` ´
q w e r t y u i o p [ ] \ `
a s d f g h j k l ; ' ¨
z x c v b n m , . / ˜ ˆ
Capital
Letter
Symbol 1
Symbol 2
Space
(2)
(3)
(4)
(5)
(6)

(1) Entry field
Displays entered information.

(2) “Capital” key
Press this key when you want to enter uppercase letters.

(3) “Letter” key
Press this key when you want to enter lowercase letters.

(4) “Symbol 1” key
Press this key when you want to enter certain symbols.

(5) “Symbol 2” key
Press this key when you want to enter certain symbols.

(6) “Space” key
Press this key when you want to enter a space.

(7) “AllDel.” key
Press this key when you want to delete all characters that have been entered to this point.

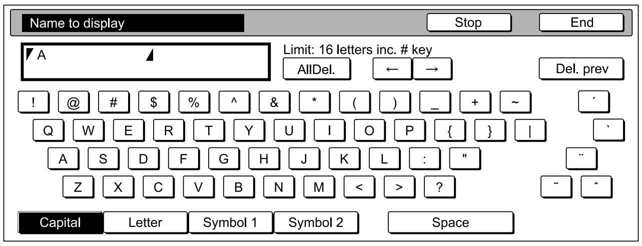
(8) “←” and “→” keys
Press these keys when you want to move the cursor.

(9) “Del. prev” key
Press this key when you want to delete the character to the left of the cursor.

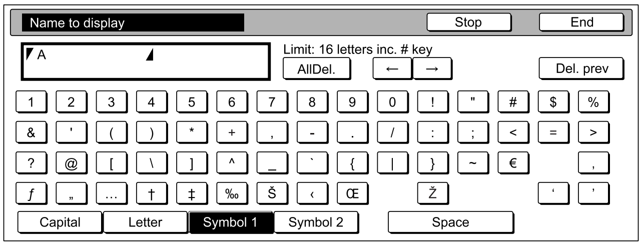
(10) “Stop” key
Press this key when you want to cancel character input and return to the previous screen.

(11) “End” key
Press this key when you want to register the entered information.

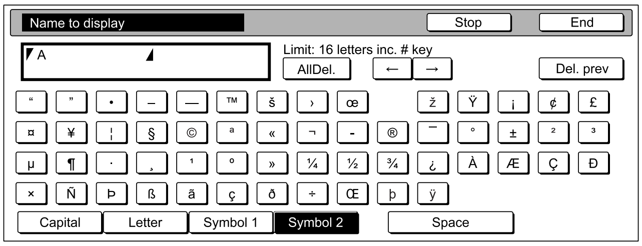
Capital keyboard


Name to display
Stop
End
A
Limit: 16 letters inc. # key
AllDel.
←
→
Del. prev
! @ # $ % ^ & * ( ) _ + ~ ´
Q W E R T Y U I O P { } | `
A S D F G H J K L : " ¨
Z X C V B N M < > ? ˜ ˆ
Capital
Letter
Symbol 1
Symbol 2
Space

Symbol 1 keyboard


Name to display
Stop
End
A
Limit: 16 letters inc. # key
AllDel.
←
→
Del. prev
1 2 3 4 5 6 7 8 9 0 ! " # $ %
& ' ( ) * + , - . / : ; < = >
? @ [\ ] ^ _ ` { | } ~ € ‚
ƒ „ … † ‡ ‰ Š ‹ Œ Ž ‘ ’
Capital
Letter
Symbol 1
Symbol 2
Space

Symbol 2 keyboard

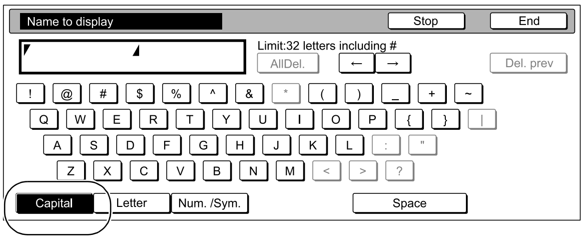

Name to display
Stop
End
A
Limit: 16 letters inc. # key
AllDel.
←
→
Del. prev
“ ” • – — ™ š › œ ž Ÿ ¡ ¢ £
¤ ¥ ¦ § © ª « ¬ - ® ¯ ° ± ² ³
µ ¶ · ¸ ¹ º » ¼ ½ ¾ ¿ À Æ Ç Ð
× Ñ Þ ß ã ç ð ÷ Œ þ ÿ
Capital
Letter
Symbol 1
Symbol 2
Space

Character input procedure

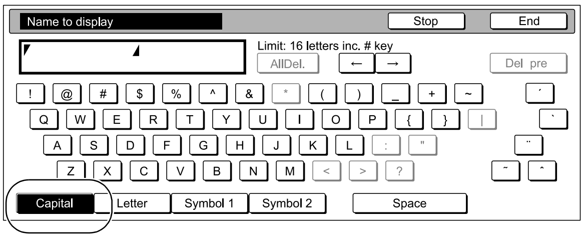
[Example] “Abcde”

1 Press the “Capital” key. The “Capital” will be displayed. Press the “A” key on the keyboard.

Inch specifications

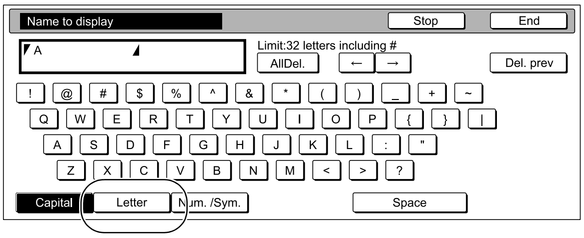

Name to display
Stop
End
Limit:32 letters including #
AllDel.
← →
Del. prev
! @ # $ % ^ & * ( ) _ + ~
Q W E R T Y U I O P { } |
A S D F G H J K L : "
Z X C V B N M < > ?
Capital
Letter
Num. /Sym.
Space

Metric specifications

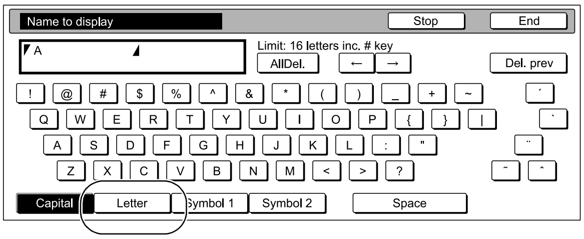

Name to display
Stop
End
Limit: 16 letters inc. # key
AllDel.
← →
Del. pre
! @ # $ % ^ & * ( ) _ + ~
Q W E R T Y U I O P { } |
A S D F G H J K L : "
Z X C V B N M < > ?
Capital
Letter
Symbol 1
Symbol 2
Space

2 Press the “Letter” key.

Inch specifications

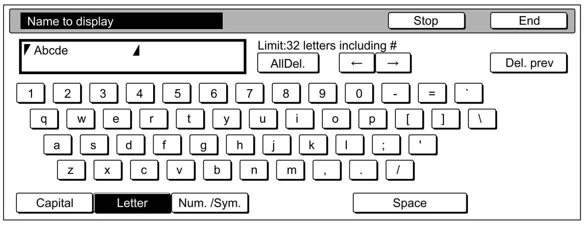

Name to display
Stop
End
A
Limit:32 letters including #
AllDel.
← →
Del. prev
! @ # $ % ^ & * ( ) _ + ~
Q W E R T Y U I O P { } |
A S D F G H J K L : "
Z X C V B N M < > ?
Capital
Letter
Num. /Sym.
Space

Metric specifications

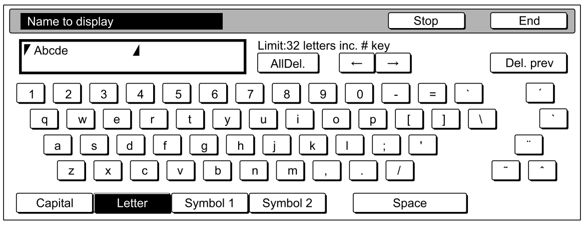

Name to display
Stop
End
A
Limit: 16 letters inc. # key
AllDel.
← →
Del. prev
! @ # $ % ^ & * ( ) _ + ~
Q W E R T Y U I O P { } |
A S D F G H J K L : "
Z X C V B N M < > ?
Capital
Letter
Symbol 1
Symbol 2
Space

3 Press the “b”, “c”, “d” and “e” keys, in that order, on the keyboard.

Inch specifications

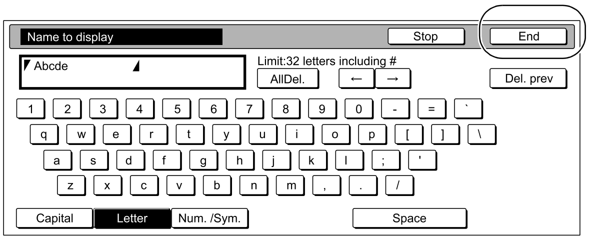

Name to display
Stop
End
Abcde
Limit:32 letters including #
AllDel.
← →
Del. prev
1 2 3 4 5 6 7 8 9 0 - = `
q w e r t y u i o p [ ] \
a s d f g h j k l ; '
z x c v b n m , . /
Capital
Letter
Num. /Sym.
Space

Metric specifications

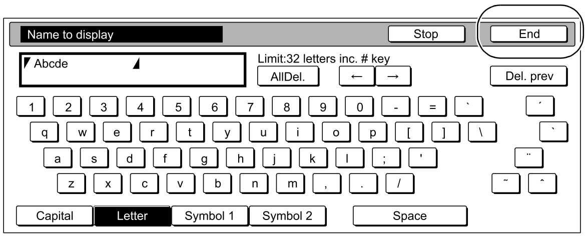

Name to display
Stop
End
Abcde
Limit:32 letters inc. # key
AllDel.
← →
Del. prev
1 2 3 4 5 6 7 8 9 0 - = `
q w e r t y u i o p [ ] \
a s d f g h j k l ; '
z x c v b n m , . /
Capital
Letter
Symbol 1
Symbol 2
Space

4 Once you have finished entering the information, press the “End” key.

Inch specifications


Name to display
Stop
End
Abcde
Limit:32 letters including #
AllDel.
← →
Del. prev
1 2 3 4 5 6 7 8 9 0 - = `
q w e r t y u i o p [ ] \
a s d f g h j k l ; '
z x c v b n m , . /
Capital
Letter
Num. /Sym.
Space

Metric specifications


Name to display
Stop
End
Abcde
Limit:32 letters inc. # key
AllDel.
← →
Del. prev
1 2 3 4 5 6 7 8 9 0 - = `
q w e r t y u i o p [ ] \
a s d f g h j k l ; '
z x c v b n m , . /
Capital
Letter
Symbol 1
Symbol 2
Space

Section 8 OPTIONAL EQUIPMENT

Document Processor

Automatically feeds and scans multiple sheet-originals one by one. Two-sided originals are automatically turned over so that both sides can be scanned and copied.

Acceptable originals

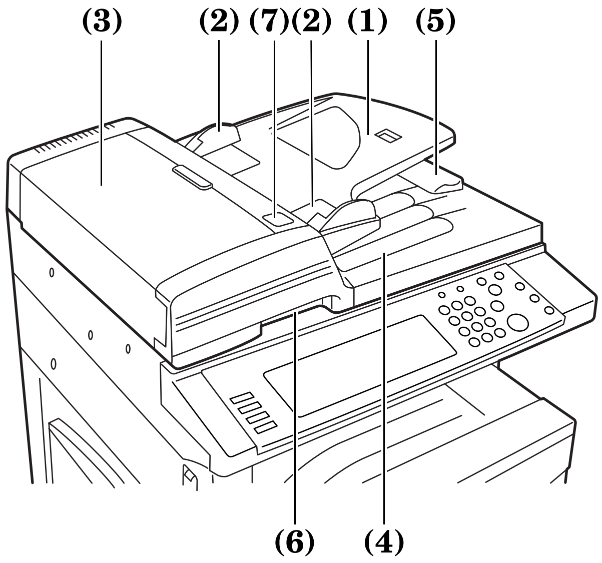
- Use sheet originals only
- Paper weight
  One-sided originals: Use only originals with a paper weight of between 35 g/m^2 and 160 g/m^2.
  Two-sided originals: Use only originals with a paper weight of between 50 g/m^2 and 120 g/m^2.
- Sizes: 5 1/2"× 8 1/2" - 11" × 17" [A5R - A3]
- Number which can be set at one time
  100 sheets (smaller than 11" × 8 1/2" [A4] size, between 50 g/m^2 and 80 g/m^2)
  70 sheets (larger than 8 1/2" × 14" [B4] size, between 50 g/m^2 and 80 g/m^2)
  (The maximum number of originals that can be set when using the auto selection mode is 30 sheets.)

Notes on acceptable documents

Be sure NOT to use the following as originals in the Document Processor:

- OHP film and other transparencies
- Carbon paper, crumpled originals or originals with strong folds, and soft originals such as vinyl
- Originals which are not rectangular, wet originals, and originals with adhesive tape or glue
- Originals with clips or staples (In order to use such originals, remove the clips or staples and straighten any crumples or folds before using them. Failure to do so may cause originals to misfeed.)
- Clippings or originals with very slippery surfaces
- Originals with wet correction fluid
- Originals with folds (If you must use such originals, smooth out the folded portions before setting them in the Document Processor. Failure to do so may cause originals to misfeed.)

Names of parts



(1) Original table
Set originals to be copied on this table.

(2) Original insert guides
Align these guides to fit the width of the originals to be copied.

(3) Left cover
Open this cover if an original misfeed occurs.

(4) Original eject table
Originals that have been copied are ejected and stored here.

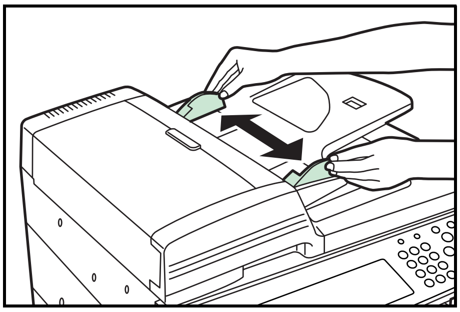
(5) Ejection extension
Open this extension when using larger sized originals such as 8 1/2" × 14" and 11" × 17" [B4 and A3].

(6) Document Processor release lever
Operate this lever when you want to open the Document Processor.

(7) Original set indicator
Indicates the status of originals set in the Document Processor.
Lit green: The originals are set properly. Copying will begin when you press the [Start] key.
Blinking green: The originals need to be reset.
Blinking red: An original has jammed. See page 9-16 and removed the jammed original.

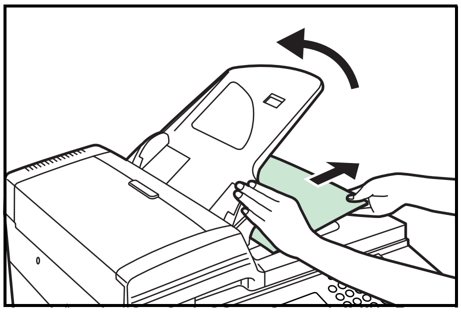
Setting originals in the Document Processor

1 Adjust the original insert guides to fit the width of original(s) to be copied.



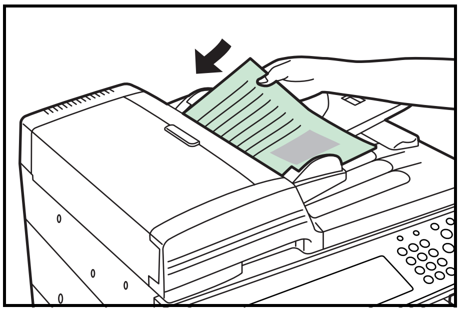
NOTES

- Before copying, make sure that there are no originals remaining on the original eject table. Originals left on the eject table can cause other originals to misfeed.



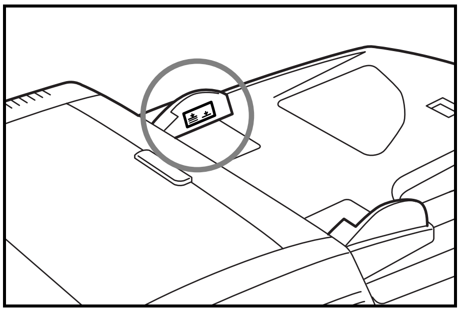
- If you are setting multiple originals at one time, ALWAYS use originals of the same size. It is, however, possible to use different size originals of the same width (ex.: 11" × 8 1/2" and 11" × 17" [A4 and A3]) at the same time if you use the auto selection mode. See page 8-4.)

2 Arrange the originals in order and set them face up (front side up for 2-sided copies) on the original table. The original set indicator will light green. If the indicator doesn't light, set the originals once again.

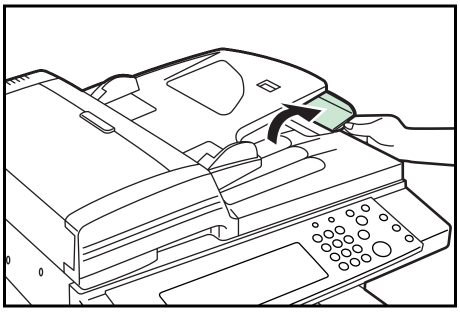


IMPORTANT!

- Be sure to set only a number of originals that is LESS than the level indicator on inside of the rear insert guide. Also, DO NOT set originals outside the acceptable range as this can cause the originals to misfeed. (See page 8-1 for details on acceptable originals.)



- To keep ejected originals from falling off the copier, open the ejection extension when using larger sized originals such as 8 1/2" × 14" and 11" × 17" [B4 and A3].

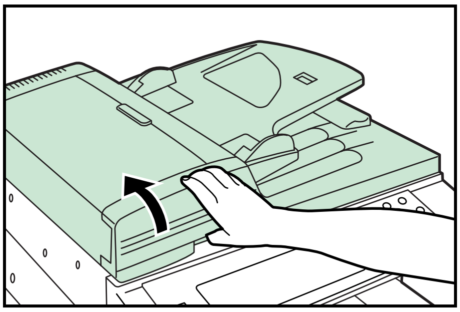


- When copying from 2-sided originals, the originals will be temporarily ejected from the left cover in order to turn them over and copy the reverse side. Do NOT touch them at this point! Any attempt to remove them can cause the originals to misfeed.

Setting originals on the platen

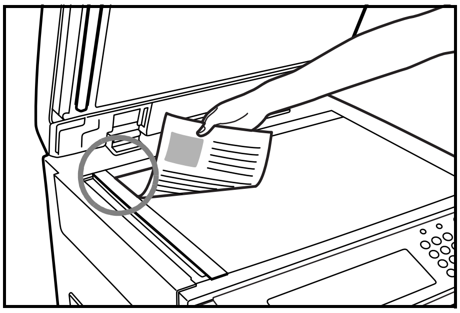
When copying from an original which cannot be set in the Document Processor (books, magazines, etc.), lift open the Document Processor and set the original directly on the platen.

1 Operate the Document Processor release lever and open the Document Processor.



NOTE
Before opening the Document Processor, make sure that there are no originals remaining on the original table or on the original eject table. If there are originals left in either place, they may fall off the copier when the Document Processor is opened.

2 Set the original to be copied face-down and align the edges with the original size indicator lines.



3 Hold the Document Processor release lever and close the Document Processor.

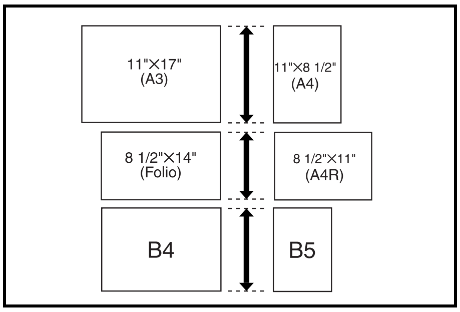
IMPORTANT!
Do NOT put undue pressure on the Document Processor when you close it or there is a chance that you might break the platen glass.

⚠CAUTION

DO NOT leave the Document Processor open as there is a danger of personal injury.

Auto selection/Filing mode

With this mode, when you are using the Document Processor without pressing one of the paper size keys, and thereby, specifying a desired paper size, originals will be checked one by one for their size, and you can select to either have paper of the same size as each original selected automatically (auto selection) or to have the originals all copied onto one single size of copy paper (filing).



IMPORTANT!

- You can set up to 30 originals in the Document Processor in this mode.

Inch specifications

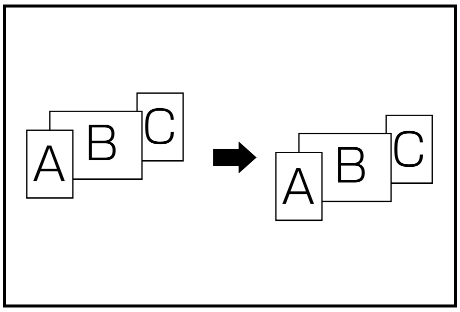
- Only 11" × 8 1/2" and 11" × 17", or 8 1/2" × 14" and 8 1/2" × 11", size originals can be used together in this mode, and the originals must be arranged together so that their widths coincide.

Metric specifications

- Only A4 and A3, B5 and B4, or A4R and Folio, size originals can be used together in this mode, and the originals must be arranged together so that their widths coincide.

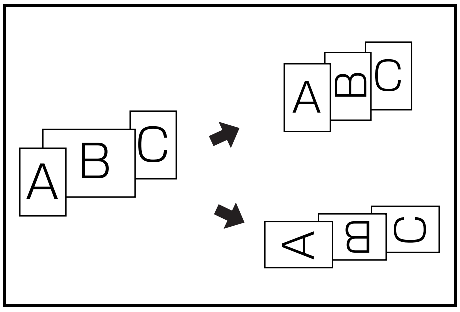
Differing finished sizes (Auto selection)

Each original will copied onto the same size copy paper as that original.



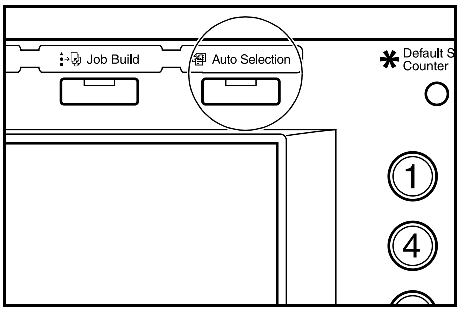
Matching finished sizes (Filing)

All originals will copied onto the same size copy paper.



1 Set the originals to be copied in the Document Processor.

2 Press the [Auto Selection] key.
The lamp in the [Auto Selection] key will light and the auto selection/filing mode screen will be displayed.

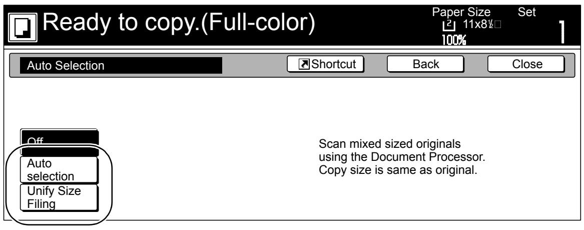


3 Press the “Auto selection” key or the “Unify Size Filing” key, as appropriate.

If you selected “Auto selection”, go directly to step 6.

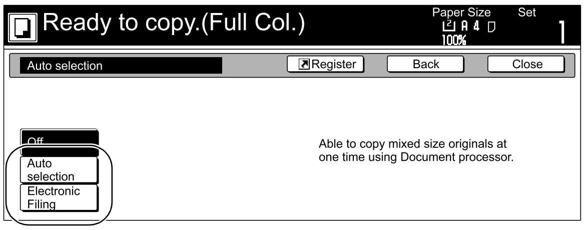
If you selected “Unify Size Filing”, go to the next step.

Inch specifications


Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Auto Selection
Shortcut
Back
Close
Off
Auto selection
Unify Size Filing

Scan mixed sized originals using the Document Processor. Copy size is same as original.

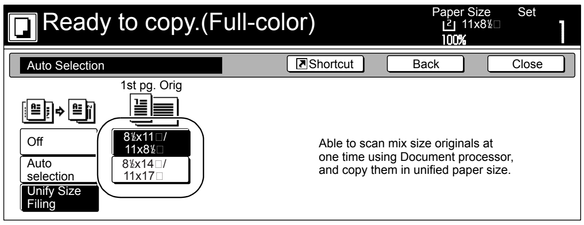
Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Auto selection
Register
Back
Close
Off
Auto selection
Electronic Filing

Able to copy mixed size originals at one time using Document processor.

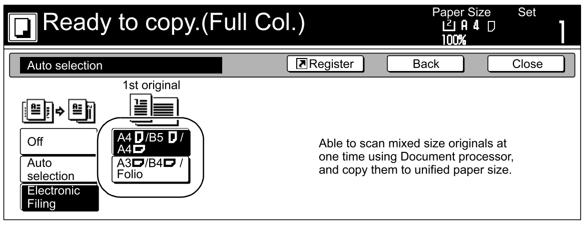
4 Specify the size of the very first original to be copied and then press the “Close” key.
The touch panel will return to the contents of the “Basic” tab.

Inch specifications


Ready to copy.(Full-color)
Paper Size
11x8½
100%
Set
1
Auto Selection
Shortcut
Back
Close
1st pg. Orig
Off
Auto selection
Unify Size Filing
8½x11/11x8½
8½x14/11x17

Able to scan mix size originals at one time using Document processor, and copy them in unified paper size.

Metric specifications

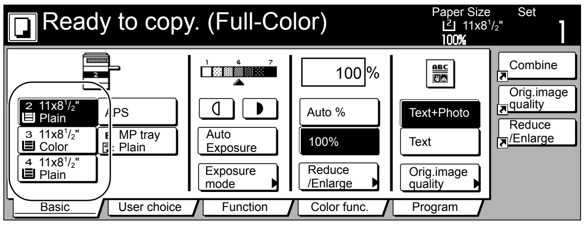

Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Auto selection
Register
Back
Close
1st original
Off
Auto selection
Electronic Filing
A4/B5/A4
A3/B4/Folio

Able to scan mixed size originals at one time using Document processor, and copy them to unified paper size.

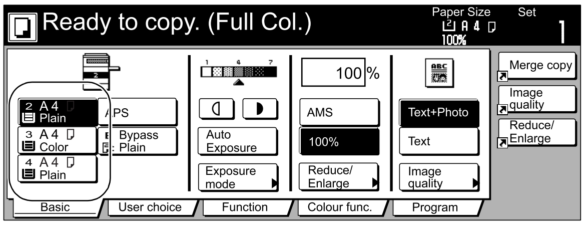
NOTE
In order to have the binding direction set properly for stapling or hole punching, etc., finished copies, be sure to specify the size of the very first original being copied.

5 Select the desired drawer[cassette].

Inch specifications


Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
2 11x8½" Plain
3 11x8½" Color
4 11x8½" Plain
APS
MP tray Plain
Auto Exposure
Exposure mode
100%
Auto %
100%
Reduce /Enlarge
Text+Photo
Text
Orig.image quality
Combine
Orig.image quality
Reduce /Enlarge
Basic
User choice
Function
Color func.
Program

Metric specifications


Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
2 A4 Plain
3 A4 Color
4 A4 Plain
APS
Bypass Plain
Auto Exposure
Exposure mode
100%
AMS
100%
Reduce/ Enlarge
Text+Photo
Text
Image quality
Merge copy
Image quality
Reduce/ Enlarge
Basic
User choice
Function
Colour func.
Program

6 Press the [Start] key.
Copying will start.

Paper Feeder

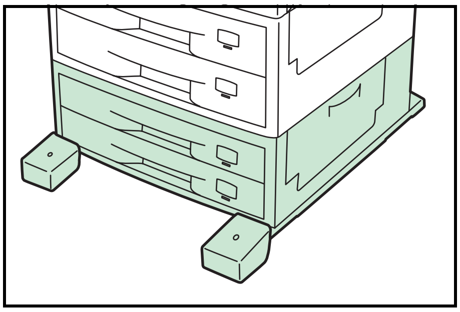
This paper storage unit has two 250-sheet capacity drawers[cassettes] similar to those included as standard equipment with your copier.

- Paper capacity (each drawer[cassette])250 sheets (standard copy paper of a paper weight between 60 g/m^2 and 90 g/m^2)
- Acceptable sizes of paper: 8 1/2" × 11", 11" × 8 1/2", 8 1/2" × 14" and 11" × 17" [A5R, B5R, A4R, A4, B4 and A3]

Paper is loaded in these drawers the same manner as with the included drawers[cassettes]. (See page 3-1.)

* An access cover is included on the right side of the unit just in case paper jams in either of these drawers[cassettes].

* Casters are attached to the bottom of the Paper Feeder.



* To prevent the copier from tipping over because of weight in the copier and the upper paper drawers[cassettes], the caster kit must be installed at the bottom-most Paper Feeder, when an optional Paper Feeder is installed with the copier.

⚠CAUTION

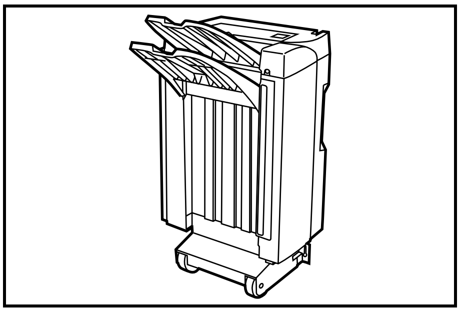
To prevent the possibility of accidents due to tilting the copier body, always turn the desk's stopper bolts until they make firm contact with the floor during initial installation or whenever the machine is moved.

⚠CAUTION

To prevent the copier from tipping over, the optional caster kit must be installed when the copier is installed with an optional Paper Feeder.

Document Finisher

The Document Finisher stores a large quantity of copies and can sort multiple copy sets by shifting the position of ejection for each one. It can also staple the copy sets and/or punch holes in them as well. For more details, refer to the Operation Guide for the Document Finisher.



IMPORTANT!

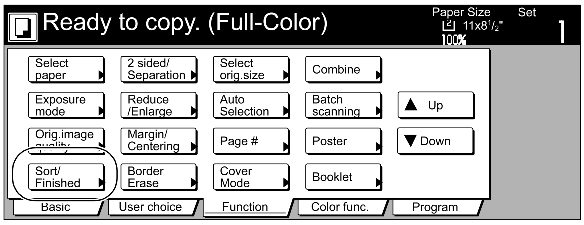
Cautions during copying:

- If copies come out curled or are stacked unevenly, turn the paper in the drawer[cassette] over.
- When copying onto special paper such as OHP film, etc., be sure to specify the type of paper that is set on the MP tray.

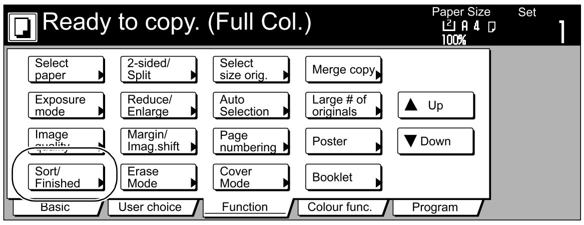
Copying in the Sort mode

1 Press the "Function" tab and then press the "Sort/Finished" key.
The "Sort/Finished" screen will be displayed.

Inch specifications

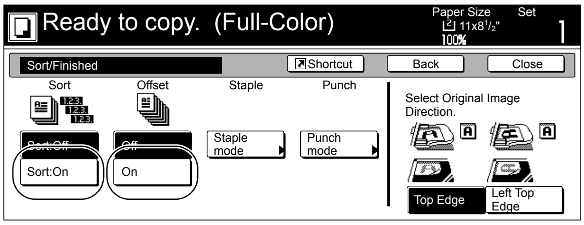

Ready to copy. (Full-Color)
Paper Size
11x8 1/2"
100%
Set
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
Up
Orig.image quality
Margin/ Centering
Page #
Poster
Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications

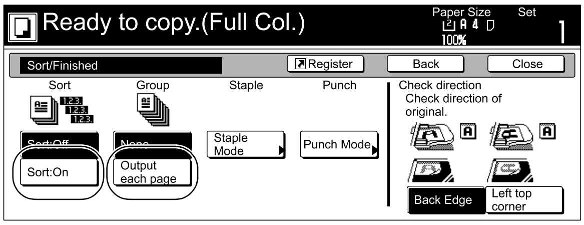

Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

2 Press the “Sort:ON” key.

Inch specifications


Ready to copy. (Full-Color)
Paper Size
Set
11x8½"
100%
1
Sort/Finished
Shortcut
Back
Close
Sort
Offset
Staple
Punch
Sort:Off
Sort:On
Off
On
Staple mode
Punch mode
Select Original Image Direction.
Top Edge
Left Top Edge

Metric specifications


Ready to copy.(Full Col.)
Paper Size
Set
A4
100%
1
Sort/Finished
Register
Back
Close
Sort
Group
Staple
Punch
Sort:Off
Sort:On
None
Output each page
Staple Mode
Punch Mode
Check direction
Check direction of original.
Back Edge
Left top corner

3 Press the “On” [“1 set”] key.

4 Press the “Close” key. The touch panel will return to the screen in step 1.

5 Set the originals to be copied.

6 Press the [Start] key.
Scanning of the originals will start and the number of originals that was set will be displayed.

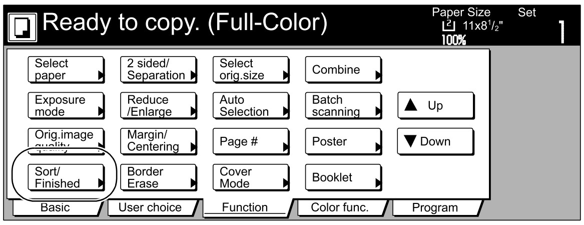
7 Copying will start and each of the finished copy sets will be stacked separately by shifting their position of ejection.

8 Once copying is completed, removed the finished copy sets from the Finisher.

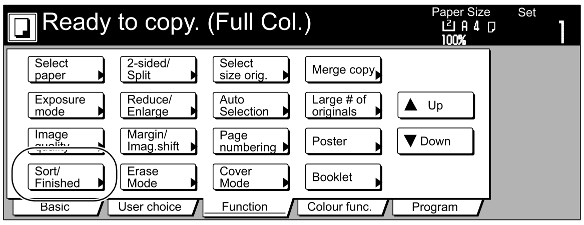
Copying in the Group mode

1 Press the “Function” tab and then press the “Sort/Finished” key. The “Sort/Finished” screen will be displayed.

Inch specifications

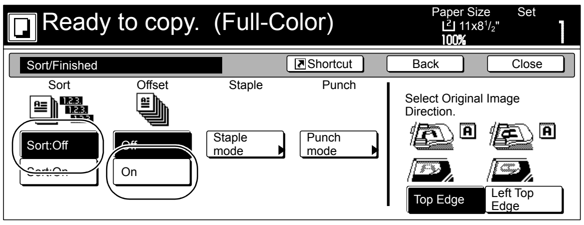

Ready to copy. (Full-Color)
Paper Size
Set
11x8½"
100%
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
Up
Orig.image quality
Margin/ Centering
Page #
Poster
Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications

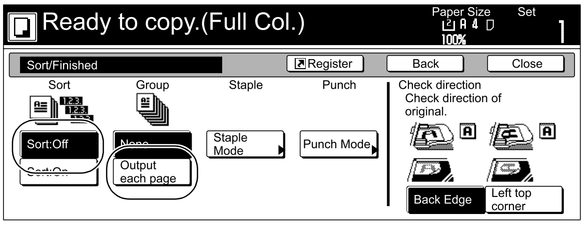

Ready to copy. (Full Col.)
Paper Size
Set
A4
100%
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

2 Press the “Sort:OFF” key.

Inch specifications


Ready to copy. (Full-Color)
Paper Size
Set
11x8½"
100%
1
Sort/Finished
Shortcut
Back
Close
Sort
Offset
Staple
Punch
Sort:Off
Sort:On
Off
On
Staple mode
Punch mode
Select Original Image Direction.
Top Edge
Left Top Edge

Metric specifications


Ready to copy.(Full Col.)
Paper Size
Set
A4
100%
1
Sort/Finished
Register
Back
Close
Sort
Group
Staple
Punch
Sort:Off
Sort:On
None
Output each page
Staple Mode
Punch Mode
Check direction
Check direction of original.
Back Edge
Left top corner

3 Press the “On” [“Output each page”] key.

4 Press the “Close” key.
The touch panel will return to the screen in step 1.

5 Set the originals to be copied.

6 Press the [Start] key.
Scanning of the originals will start and the number of originals that was set will be displayed.

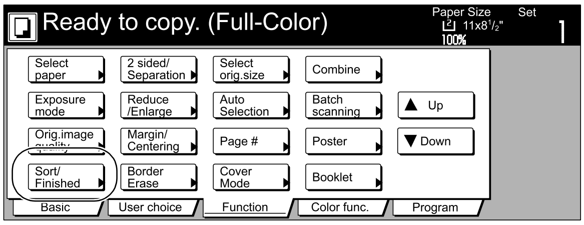
7 Copying will start and each set of copies made from each original will be stacked separately by shifting their position of ejection.

8 Once copying is completed, removed the finished copy sets from the Finisher.

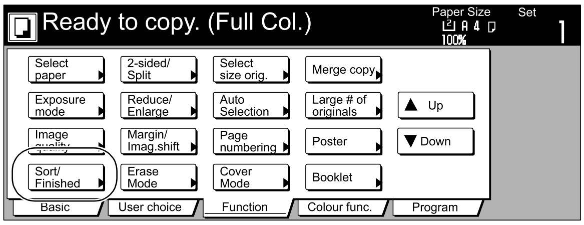
Copying in the Sort-Staple mode

1 Press the “Function” tab and then press the “Sort/Finished” key.
The “Sort/Finished” screen will be displayed.

Inch specifications

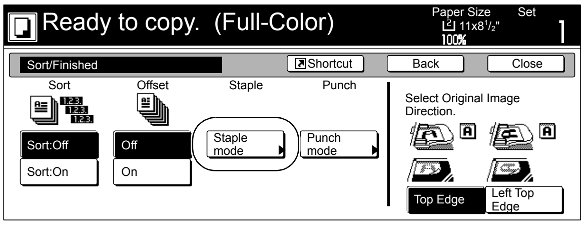

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
▲ Up
Orig.image quality
Margin/ Centering
Page #
Poster
▼ Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications

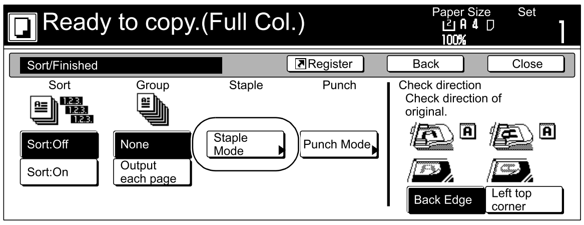

Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
▲ Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
▼ Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

2 Press the “Staple mode” key.
The “Staple mode” screen will be displayed.

Inch specifications

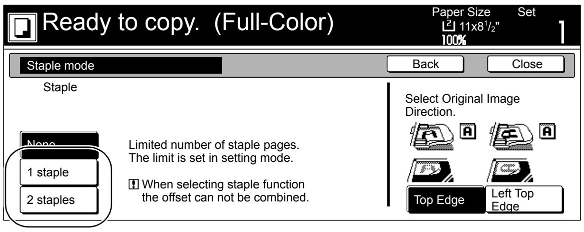

Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Sort/Finished
Shortcut
Back
Close
Sort
Offset
Staple
Punch
Sort:Off
Sort:On
Off
On
Staple mode
Punch mode
Select Original Image Direction.
Top Edge
Left Top Edge

Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Sort/Finished
Register
Back
Close
Sort
Group
Staple
Punch
Sort:Off
Sort:On
None
Output each page
Staple Mode
Punch Mode
Check direction
Check direction of original.
Back Edge
Left top corner

3 Press the key that corresponds to the desired number of staples.

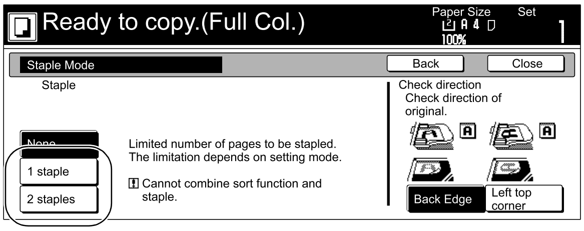
Inch specifications


Ready to copy. (Full-Color)
Paper Size
11x8½"
100%
Set
1
Staple mode
Back
Close
Staple
None
1 staple
2 staples
Select Original Image Direction.
Top Edge
Left Top Edge

Limited number of staple pages. The limit is set in setting mode.

When selecting staple function the offset can not be combined.

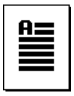
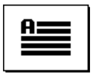
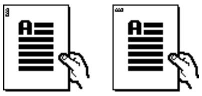
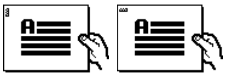
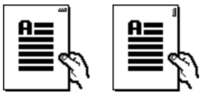
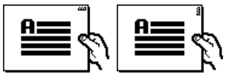
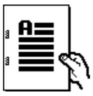
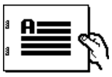
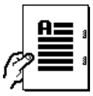
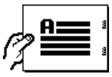
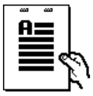
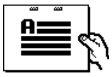
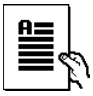
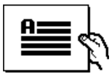
Metric specifications


Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Staple Mode
Back
Close
Staple
None
1 staple
2 staples
Check direction
Check direction of original.
Back Edge
Left top corner

Limited number of pages to be stapled. The limitation depends on setting mode.

Cannot combine sort function and staple.

* The stapling position will be displayed on the image of the finished copies that appears in the touch panel, as shown in the illustration below. Verify the number and position of the staples before copying. When the combination of the selected functions does not allow stapling, the staple marks will be displayed on the displayed image.

	Orientation of originals	
No. and position of staples		
1 staple Top left stapling		
1 staple Top right stapling		
2 staples Left side stapling		
2 staples Right side stapling		
2 staples Top stapling		
Stapling Not possible		

4 Set the originals to be copied.
Verify the direction in which the originals were set.

5 Press the [Start] key.
Scanning of the originals will start and the number of originals that was set will be displayed.

NOTE
If you do not set the originals in the Document Processor, perform the appropriate procedure to set all of the originals to be copied. Once all of the originals have been completely scanned, press the “Scanning finished” key.

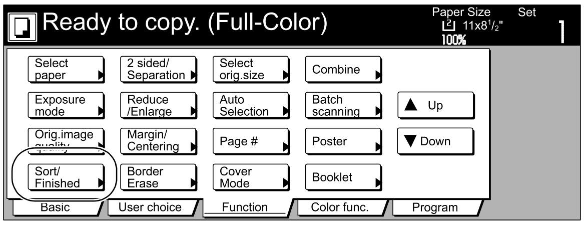
6 Copying will start and each finished copy set will be automatically stapled and ejected onto the Finisher.

7 Once copying is completed, removed the finished copy sets from the Finisher.

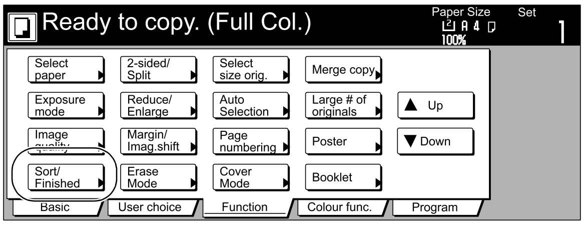
Copying in the Hole Punch mode

1 Press the “Function” tab and then press the “Sort/Finished” key.
The “Sort/Finished” screen will be displayed.

Inch specifications

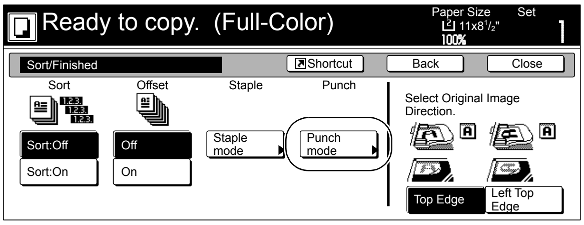

Ready to copy. (Full-Color)
Paper Size
11x8 1/2"
100%
Set
1
Select paper
2 sided/ Separation
Select orig.size
Combine
Exposure mode
Reduce /Enlarge
Auto Selection
Batch scanning
Up
Orig.image quality
Margin/ Centering
Page #
Poster
Down
Sort/ Finished
Border Erase
Cover Mode
Booklet
Basic
User choice
Function
Color func.
Program

Metric specifications

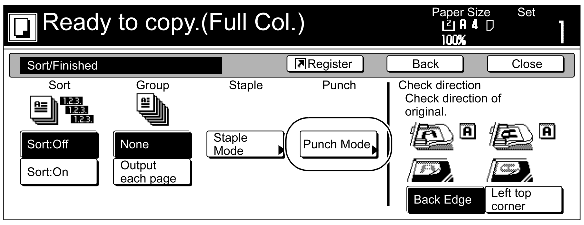

Ready to copy. (Full Col.)
Paper Size
A4
100%
Set
1
Select paper
2-sided/ Split
Select size orig.
Merge copy
Exposure mode
Reduce/ Enlarge
Auto Selection
Large # of originals
Up
Image quality
Margin/ Imag.shift
Page numbering
Poster
Down
Sort/ Finished
Erase Mode
Cover Mode
Booklet
Basic
User choice
Function
Colour func.
Program

2 Press the “Punch mode” key.
The “Punch mode” screen will be displayed.

Inch specifications

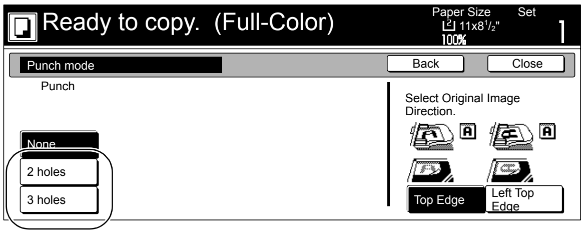

Ready to copy. (Full-Color)
Paper Size
11x8 1/2"
100%
Set
1
Sort/Finished
Shortcut
Back
Close
Sort
Offset
Staple
Punch
Sort:Off
Sort:On
Off
On
Staple mode
Punch mode
Select Original Image Direction.
Top Edge
Left Top Edge

Metric specifications

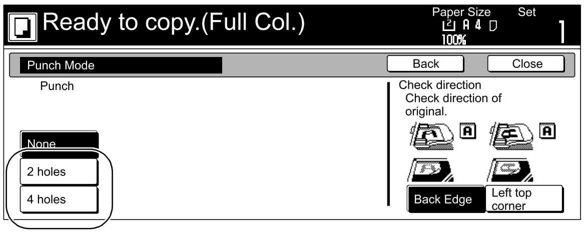

Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Sort/Finished
Register
Back
Close
Sort
Group
Staple
Punch
Sort:Off
Sort:On
None
Output each page
Staple Mode
Punch Mode
Check direction
Check direction of original.
Back Edge
Left top corner

3 Press the “2 holes” key or the “3 holes” key, as appropriate (select between the “2 holes” key or the “4 holes” key in metric specification copiers). The screen to select the hole positioning will be displayed.

Inch specifications

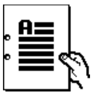
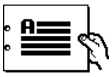
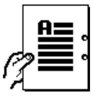
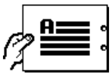
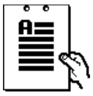
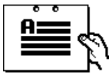
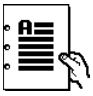
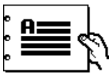
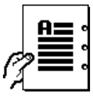
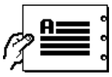
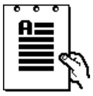
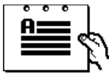
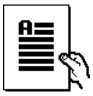
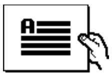

Ready to copy. (Full-Color)
Paper Size
11x8 1/2"
100%
Set
1
Punch mode
Back
Close
Punch
None
2 holes
3 holes
Select Original Image Direction.
Top Edge
Left Top Edge

Metric specifications

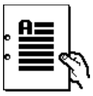
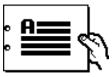
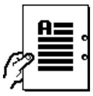
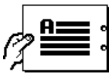
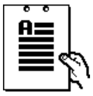
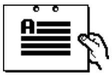
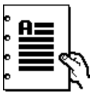
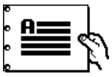
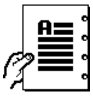
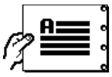
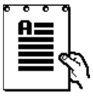
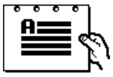
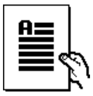
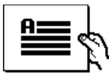

Ready to copy.(Full Col.)
Paper Size
A4
100%
Set
1
Punch Mode
Back
Close
Punch
None
2 holes
4 holes
Check direction
Check direction of original.
Back Edge
Left top corner

* The hole punching position will be displayed on the image of the finished copies that appears in the touch panel, as shown in the illustration below. Verify the number and position of the holes before copying. When the combination of the selected functions does not allow hole punching, the hole marks will not appear on the displayed image.

Inch specifications

No. and position of holes	Orientation of originals	
2 holes Left side		
2 holes Right side		
2 holes Top		
3 holes Left side		
3 holes Right side		
3 holes Top		
Punching Not possible		

Metric specifications

No. and position of holes	Orientation of originals	
2 holes Left side		
2 holes Right side		
2 holes Top		
4 holes Left side		
4 holes Right side		
4 holes Top		
Punching Not possible		

IMPORTANT!
The position of the holes on each page may differ very slightly. This may be especially true if the automatic drawer[cassette] switching function engages and changes to paper feed from a different drawer[cassette].

4 Set the originals to be copied.
Verify the direction in which the originals were set.

5 Press the [Start] key.
Scanning of the originals will start and the number of originals that was set will be displayed.

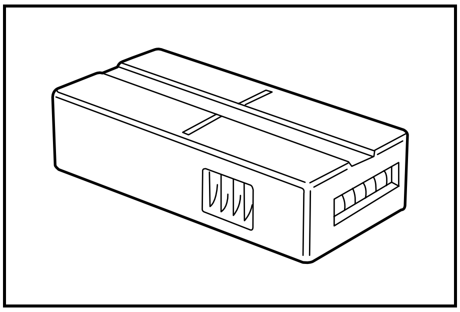
6 Copying will start and each finished copy will be automatically hole punched and ejected onto the Finisher.

7 Once copying is completed, removed the finished copies from the Finisher.

Key Counter

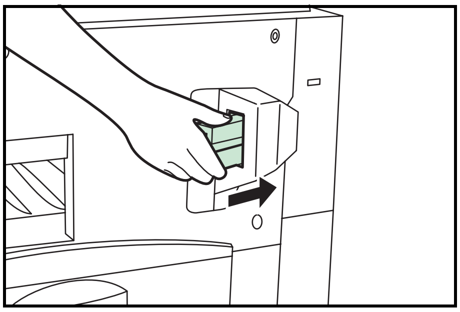
The Key Counter is used for checking copier use and is convenient for centralized management of the number of copies made by each department as well as the total number of copies made overall on the machine.

* There are cases when printouts made using the printer functions of this machine are counted on the Key Counter.



Installing the Key Counter

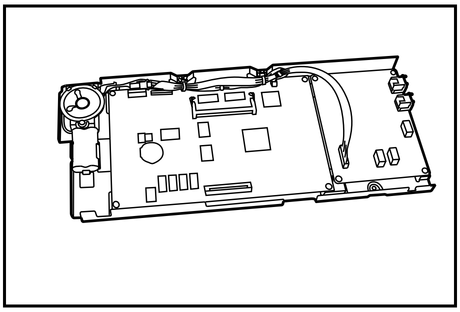
Insert the Key Counter securely into the Key Counter opening.



NOTE
When you are using the Key Counter function, copies cannot be made unless the Key Counter is inserted into the copier. If the Key Counter is not securely inserted into its opening, “Insert key counter.” will be displayed on the touch panel.

Fax Kit

If the Fax Kit is installed in your copier, you can use the copier as a facsimile. Also the copier can be used as a network fax, allowing transmission and reception by a computer. For more details, refer to the Operation Guide for the Fax Kit.



Section 9 TROUBLESHOOTING

If one of the following messages is displayed

When any of the following messages appears in the message area of the touch panel, take the indicated action.

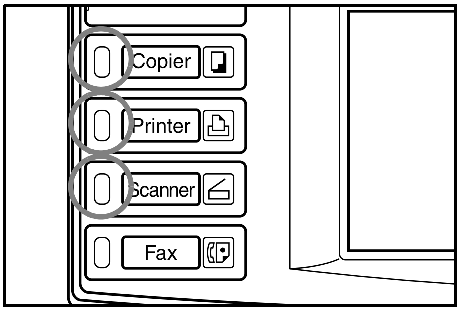
Message	Procedure	Reference page
“Close xxx cover.”	The indicated cover is open. Close all covers securely.	---
“Add paper in drawer *x*.” [“Add paper cassette *x*.”]	There is no paper in the indicated drawer[cassette]. Load paper of the indicated size.	3-1
“Set drawer.”[“Close paper cassette.”]	One of the drawers[cassettes] is not closed properly. First pull it out, and then push it all the way back in.	---
“Please open left tray. Unable to copy.” [“Please open left tray. Cannot copy.”]	“Left tray” is selected under copy default setting “**Copy eject location**” (page 7-54), or the “Transparency” or “Rough” setting is selected under the paper size and type setting (page 7-97) but the left tray is closed. Open the left tray.	---
“Paper drawer is out of order. Select another paper drawer.” [“Paper cassette is out of order. Select other paper cassette.”]	The drawer[cassette] currently in use is out of order and cannot be used for the moment. Contact your service representative or authorized service center immediately. If you want to continue copying, use another drawer[cassette].	---
“Check paper size.”	There is no paper loaded of a size that can be used in the currently selected mode. Check the paper.	---
“Reposition original or change drawer.” [“Reset original or select another paper cassette.”]	The orientation of the original and the selected paper are different. Change the orientation of the original. If you press the [Start] key without changing the original, copying will be performed at a 100% (1:1) magnification ratio.	---
“Check paper size. Copy paper is not the same size as original.” [“Paper size in cassette differs from actual size. Check paper size in cassette.”]	The size of the paper set on the MP tray and that size selected in the paper size setting are different. Press the [Stop/Clear] key to delete the error message. Make sure the size of paper on the MP tray and that size selected in the paper size setting are the same and restart the copy operation from the beginning.	3-4 7-97
“Check original size. Original size:11 × 17",8 1/2 × 11"” [“Check original size. Original size:A3R,A4R”]	Originals of a size other than 8 1/2" × 11" or 11" × 17" [A4R or A3] have been set. The sizes of originals that can be used in the poster mode is limited to 8 1/2" × 11" and 11" × 17" [A4R and A3].	---
“Change original destination. Original size:8 1/2 × 11"” [“Change original destination. Original size:A4R”]	The current orientation of the originals is not appropriate for the poster mode. When using 11" × 8 1/2" [A4] size originals, set them length-wise.	---
“Cannot duplex copy on this size. B5,B4”	It is not possible to make both B5 and B4 size copies in the auto selection mode under duplex copying.	---
“Modify the size of MP tray.”	Copying is not possible at the paper size selected for the MP tray. Change the paper size setting.	7-97
“Cannot duplex with MP tray.”	Duplex copying is not possible from the MP tray. Change to paper feed from the drawer[cassette] or cancel duplex copying.	---

Message	Procedure	Reference page
"Exceeds pre registered copying quantity." ["Copy limit for this ID-code has been reached. No copying possible."]	The number of copies made under your department code has reached the limit that was set under the copy management mode and copying is no longer possible with that code. Use the copy management mode to clear the copy count.	7-1
"Unable to copy.(Full-color) Exceeded the limitation of management" ["You cannot copy.(Full Colour) Exceeded the limitation of management"]	Full color copying is not available as you have reached the limit that was set under the copy management function for that type of copying. To continue making full color copies, use the copy management function to clear the corresponding copy count.	7-1
"Unable to copy.(Full-color) ID-code capacity has limit." ["You cannot copy.(Full Colour) ID-code capacity has limit."]	Full color copying is not available because it has been restricted. To make full color copies, use the copy management function to change the corresponding restriction.	7-1
"Paper capacity is over limited unable to copy. Change preset of color or B&W selection." ["Limit of set was exceeded, can not copy. Change preset of colour or B&W selection."]	You are attempting use the Color/BW selection mode to make a number of copies that will exceed the designated copy limit. Change the total number of copies to be made (both color AND black and white) to a lesser number that will not exceed that copy limit.	---
"The ID-Code is checked. Remote edit." ["The ID-Code is checked. Remote editing."]	A computer on your network is currently performing one of the "Editing copy management information" procedures. Copying will not be possible until that operation is completed.	---
"Set toner container."	One or more of the toner containers is not set at all or is not set properly. Set the toner containers properly. There is insufficient toner left in the indicated toner container.	10-4
"Ready to copy. Toner will be empty soon.(K,C,M,Y)"	You will soon need to replace the indicated toner container (C = cyan, M = magenta, Y = yellow and K = black). Make sure you have the appropriate replacement toner container ready.	10-4
"Add toner.(K,C,M,Y)"	The copier has run out of toner of the color indicated. Replace the corresponding toner cartridge immediately (C = cyan, M = magenta, Y = yellow and K = black).	10-4
"Check waste toner box."	• The waste toner box is full of toner. Replace the waste toner box immediately. • The waste toner box is not set properly. Set the waste toner box properly.	10-6
"Call service."	Open and then close the front cover. If this message still remains, make a note of the number that is displayed together with the letter "C". Then, turn the power switch OFF (O), and contact your service representative or authorized service center.	---
"System error. Main switch off / on." ["System error. Main switch Off / On."]	An error has occurred. Turn the power switch OFF (O) and then back ON (|) again.	---
"System error. Disconnect power plug from the socket."	An error has occurred. Remove the power plug from the wall outlet.	---
"Time for maintenance.(ABC)"	Periodic maintenance is required to keep your copier in good condition. Contact your service representative or authorized service center immediately. The type of maintenance kit required (from A to C) will be displayed in the message area of the touch panel.	---
"Memory full."	Operation has been stopped because the copier's memory is full. Press the "OK" key. If the error occurred during scanning of originals, press either the "Continue" key or the "Cancel" key, as appropriate. "Continue": Copies will be made for those originals that have already been scanned. "Cancel": Delete all of the scanned data.	---

Message	Procedure	Reference page
“Paper misfeed.”	If paper misfeeds, the copier will stop, and the location of the misfeed will be indicated in the touch panel. Leave the power switch ON (|) and follow the appropriate procedure to remove the jammed paper.	9-5
“Remove paper from duplex unit.”	There is paper remaining inside the Duplex Unit. Remove that paper.	---
“Duplex tray inoperable, call service.” [“Duplex unit is out of order. Call service.”]	The Duplex Unit is out of order and 2-sided copying is not possible. Contact your service representative or authorized service center immediately.	---
“The top tray exceeds capacity. Remove the paper.” [“Too much paper in top tray. Remove paper.”]	There are already 500 sheets of paper stored on the top tray. Remove the paper and resume copying.	---
“Paper capacity exceeded. Remove paper from Finisher.”	There are already 250 sheets of paper stored in the optional Document Finisher. Remove the paper and resume copying.	---
“Out of staples. Add staples.” [“Stapler empty. Add staples.”]	There are no staples left in the optional Document Finisher. Refer to the Operation Guide for the Document Finisher and load staples.	---
“Check the waste punch box.” [“Check Punch Hole box.”]	• The hole punch chad container in the optional Document Finisher is full. Refer to the Operation Guide for your Document Finisher and dispose of the waste hole punch chads. • The hole punch chad container in the optional Document Finisher is not set properly. Refer to the Operation Guide for your Document Finisher and set the hole punch chad container properly.	---
“Cannot staple this size.” [“Cannot staple this paper size.”]	Stapling of small size paper, such as 5 1/2" × 8 1/2" [A5R and B5R], is not possible. Refer to the Operation Guide for the Document Finisher.	---
“Cannot offset this paper size.” [“Cannot group this paper size.”]	Small sizes such as 5 1/2" × 8 1/2" [A5R and B5R] cannot be used in the Document Finisher under the sort mode. Use the top tray or the left tray when copying onto such paper.	---
“System error.”	An error has occured. Open the front cover. Remove toner container K and shake it well. Reinstall toner container K and close the front cover. Disconnect power plug from the Socket.	10-4

If one of the following indications lights

If the lamp in either the [Copier], [Printer] or [Scanner] key lights or blinks orange, take the appropriate action to resolve that error.

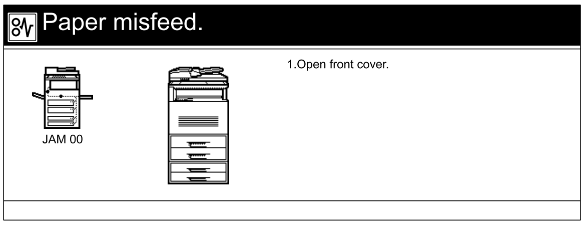


Indication	Procedure	Reference page
Lit or blinking orange	Check the appropriate response to that indication, and perform the corresponding procedure.	---

If paper jams

If a paper misfeed occurs, a message will be displayed in the touch panel about the misfeed and copying will stop. Leave the power switch ON (|) and refer to "**Removal procedures**" on page 9-6 to remove the jammed paper.

Inch specifications

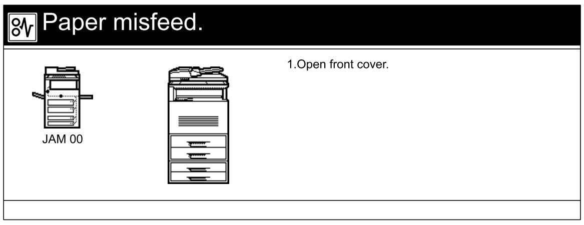


Paper misfeed.

JAM 00

1.Open front cover.

Metric specifications



Paper misfeed.

JAM 00

1.Open front cover.

Cautions

WARNING

High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

CAUTION

The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

* Do not reuse misfed paper.

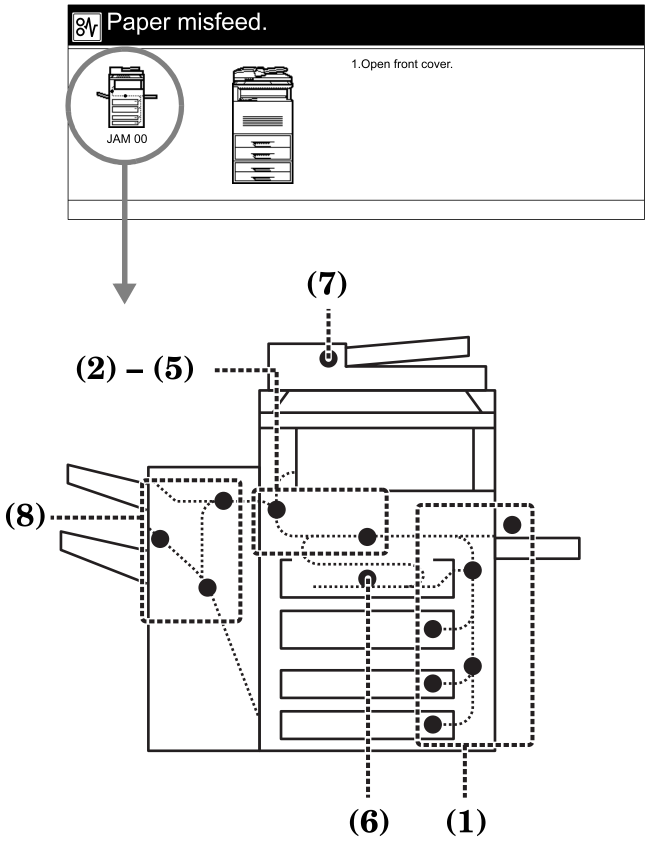
* If paper is torn during removal, be sure to remove any loose scraps of paper from inside the copier. Loose scraps inside the copier could cause another misfeed later.

* Once misfed paper has been removed, warm-up will begin. The misfeed indications will disappear, and the copier will return to the same settings prior to the misfeed.

* If a misfeed occurs in the optional Document Finisher, do not add the misfed copy to the other copies in the Document Finisher tray, as that copy will be automatically made again.

* When a misfeed occurs, if the power switch is turned OFF (O) without removing the jammed paper, a message about the misfeed and "J00" will be displayed the next time the power switch is turned ON (|) again.
In such a case, follow the procedure displayed on the touch panel to remove the jammed paper.

Misfeed location indicators



Paper misfeed.

JAM 00

1.Open front cover.

(1) Misfeed in the paper feed section (Page 9-6.)
(2) Misfeed in the paper conveyor unit (Page 9-9.)
(3) Misfeed in the transfer unit (Page 9-10.)
(4) Misfeed in the fixing section (Page 9-12.)
(5) Misfeed inside the left cover or near the copy storage table (Page 9-14.)
(6) Misfeed in the Duplex Unit (Page 9-15.)
(7) Misfeed in the optional Document Processor (Page 9-16.)
(8) Misfeed in the optional Document Finisher (Page 9-17.)

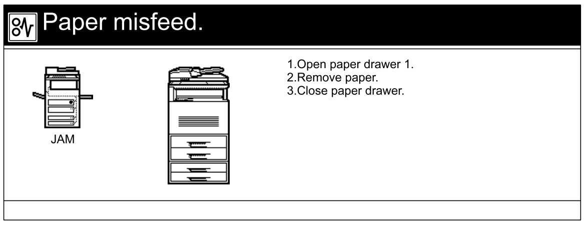
Removal procedures

Misfeed in the paper feed section

Misfeed in one of the drawers[cassettes] No.1 through No.4

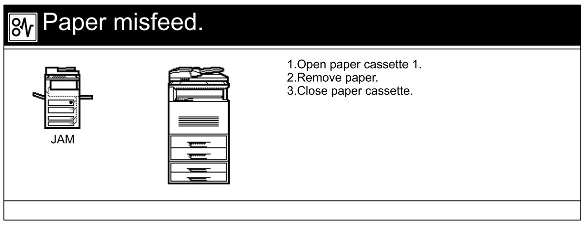
If the following display appears, a misfeed has occurred in one of the drawers[cassettes] No.1 through No.4. Perform the following procedure to remove the jammed paper.

Inch specifications


Paper misfeed.

1.Open paper drawer 1.
2.Remove paper.
3.Close paper drawer.

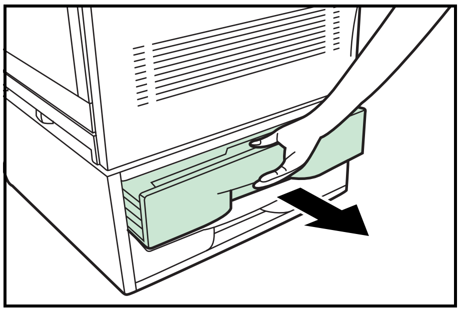
Metric specifications


Paper misfeed.

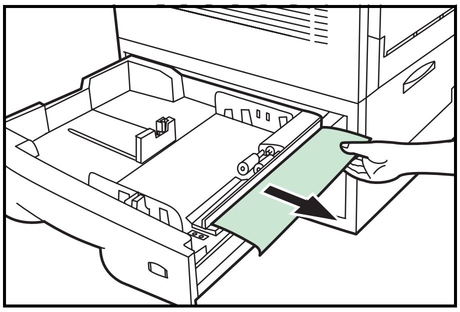
1.Open paper cassette 1.
2.Remove paper.
3.Close paper cassette.

* Drawers[cassettes] No.3 and No.4 refer to the optional Paper Feeder.

1 Pull out the drawer[cassette] currently being used.

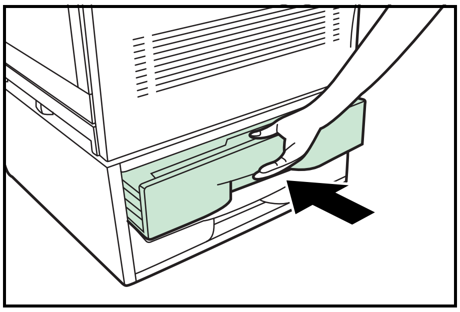


2 Remove the jammed paper without tearing it.



NOTE
If the paper does happen to tear, remove any loose scraps from inside the copier.

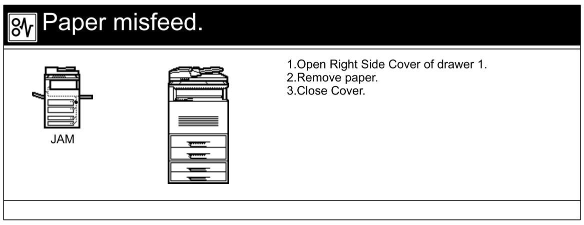
3 Push the drawer[cassette] back in firmly.



Misfeed inside the right side drawer[cassette] cover No.1 or No.2

If the following display appears, a misfeed has occurred inside the right side drawer[cassette] cover No.1 or No.2. Perform the following procedure to remove the jammed paper.

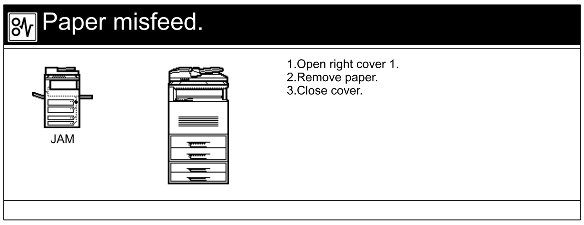
Inch specifications



Paper misfeed.

1.Open Right Side Cover of drawer 1.
2.Remove paper.
3.Close Cover.

Metric specifications

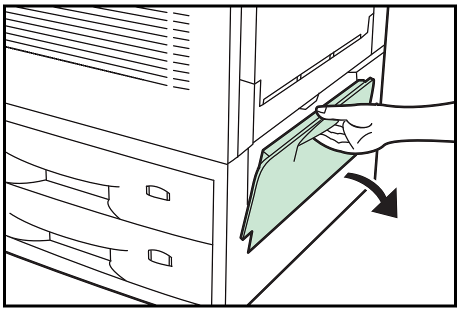


Paper misfeed.

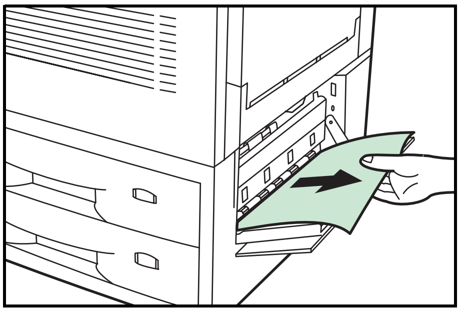
1.Open right cover 1.
2.Remove paper.
3.Close cover.

* The right side drawer[cassette] cover No.2 is part of the optional Paper Feeder.

1 Open the right cover to the drawer[cassette] being used.

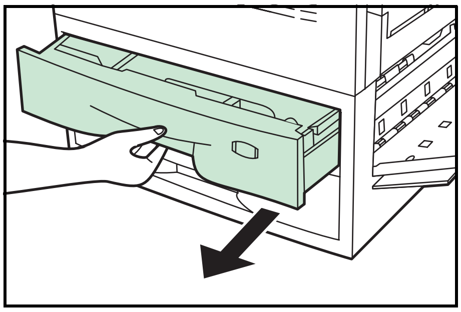


2 Remove the jammed paper without tearing it.

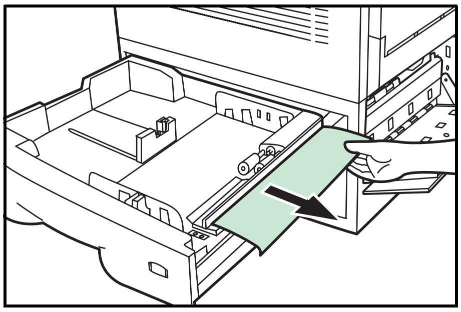


NOTE
If the paper does happen to tear, remove any loose scraps from inside the copier.

3 Pull out the indicated drawer[cassette].



4 If there is any jammed paper inside that drawer[cassette], remove it without tearing it.



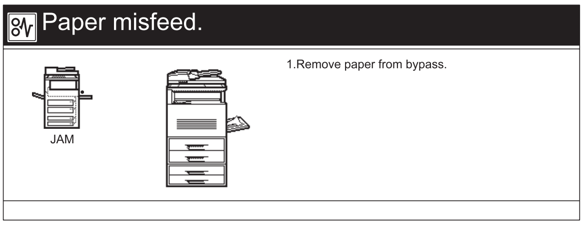
NOTE
If the paper does happen to tear, remove any loose scraps from inside the copier.

5 Push the drawer[cassette] back in firmly. Close the right cover.

Misfeed in the MP tray

If the following display appears, a misfeed has occurred in the MP tray. Perform the following procedure to remove the jammed paper.

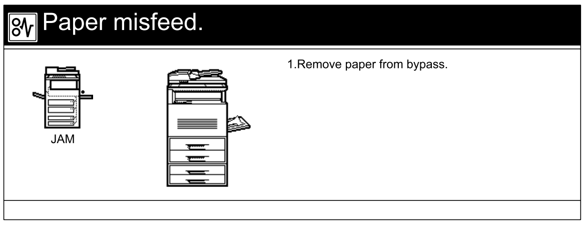
Inch specifications



Paper misfeed.

1.Remove paper from bypass.

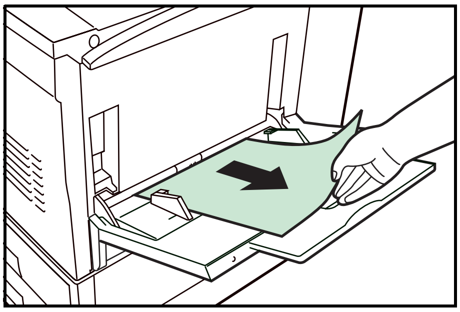
Metric specifications



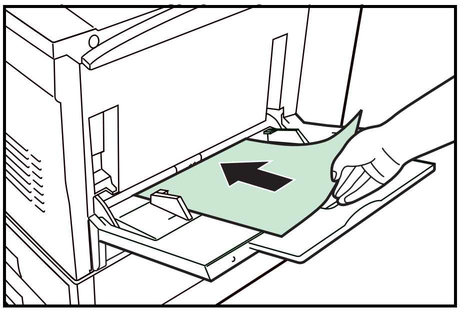
Paper misfeed.

1.Remove paper from bypass.

1 Remove all of the paper remaining in the MP tray.



2 Reset the paper in the MP tray.



3 Open and then close the front cover. The misfeed indications will disappear. You can now resume copying.

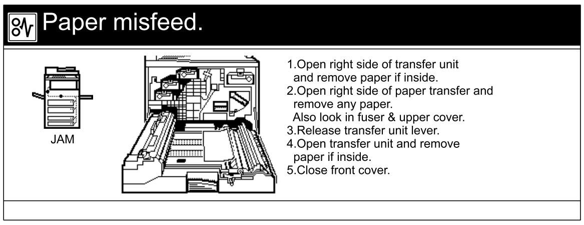
NOTE
Be sure to hold both the left and right sides of the front cover and close it securely.

Misfeed in the paper conveyor unit

If a misfeed has occurred in the paper conveyor unit, perform the following procedure to remove the jammed paper.

* The following display will be displayed after you pull out the paper conveyor unit in step 2.

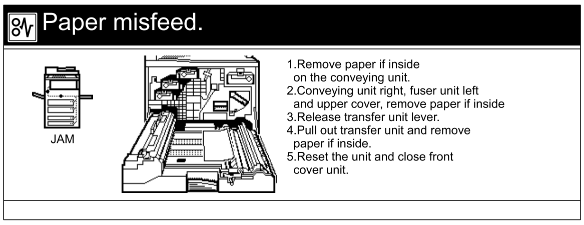
Inch specifications



Paper misfeed.

1.Open right side of transfer unit and remove paper if inside.
2.Open right side of paper transfer and remove any paper.
Also look in fuser & upper cover.
3.Release transfer unit lever.
4.Open transfer unit and remove paper if inside.
5.Close front cover.

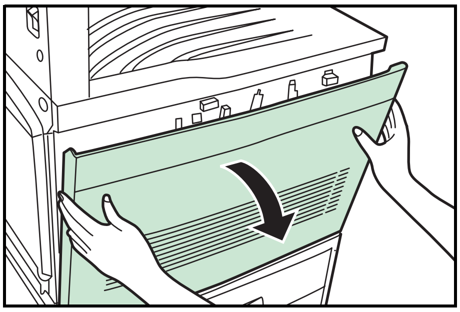
Metric specifications



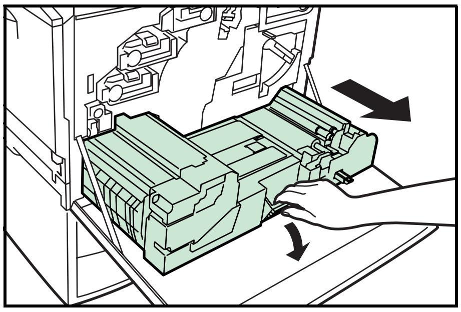
Paper misfeed.

1.Remove paper if inside on the conveying unit.
2.Conveying unit right, fuser unit left and upper cover, remove paper if inside
3.Release transfer unit lever.
4.Pull out transfer unit and remove paper if inside.
5.Reset the unit and close front cover unit.

1 Open the front cover.



2 Operate the paper conveyor release lever and pull the paper conveyor unit out towards you as far as it will go.



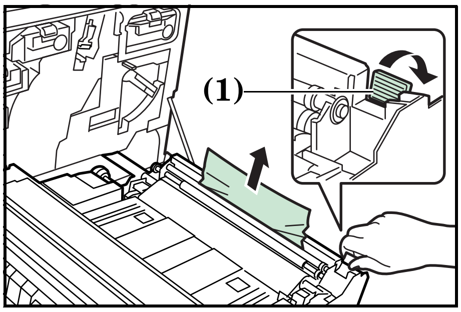
WARNING

High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

CAUTION

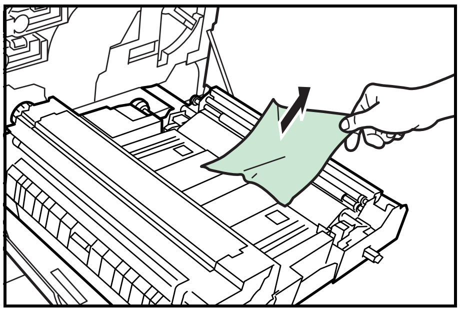
The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

3 Push the green release lever (shown as **(1)** in the illustration) down to the right, and remove the jammed paper without tearing it.



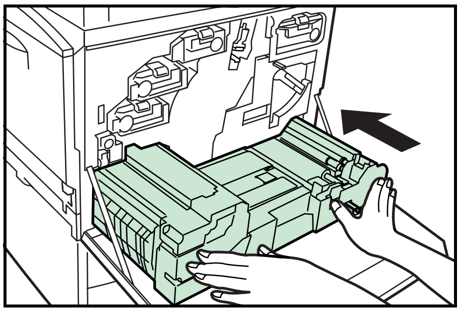
NOTE
If the paper does happen to tear, remove any loose scraps from inside the copier.

4 If paper can be seen on top of the conveyor unit as well, remove the paper without tearing it.

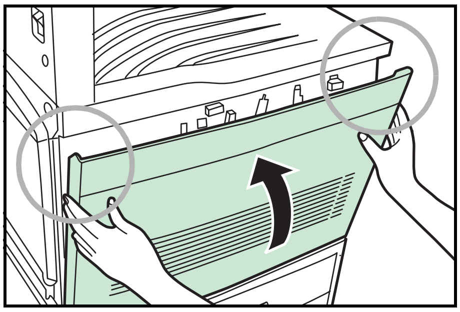


NOTE
If the paper does happen to tear, remove any loose scraps from inside the copier.

5 Replace the paper conveyor unit in its original position in the copier.



6 Close the front cover.



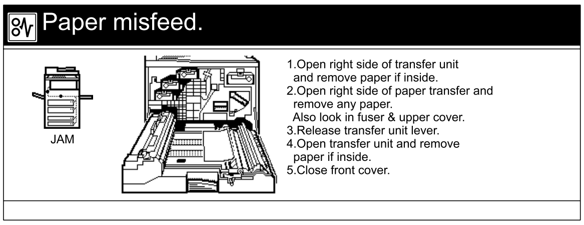
NOTE
Be sure to hold both the left and right sides of the front cover and close it securely.

Misfeed in the transfer unit

If a misfeed has occurred in the transfer unit, perform the following procedure to remove the jammed paper.

* The following display will be displayed after you pull out the paper conveyor unit in step 2.

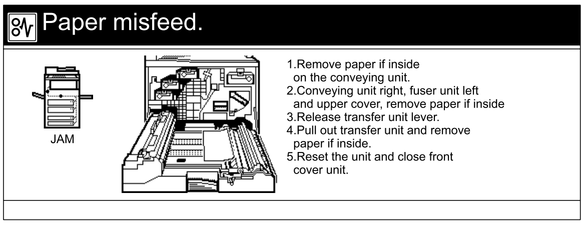
Inch specifications



Paper misfeed.

1.Open right side of transfer unit and remove paper if inside.
2.Open right side of paper transfer and remove any paper.
Also look in fuser & upper cover.
3.Release transfer unit lever.
4.Open transfer unit and remove paper if inside.
5.Close front cover.

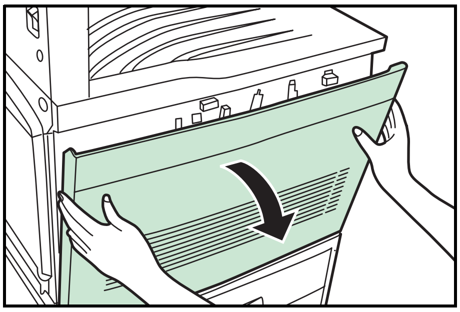
Metric specifications



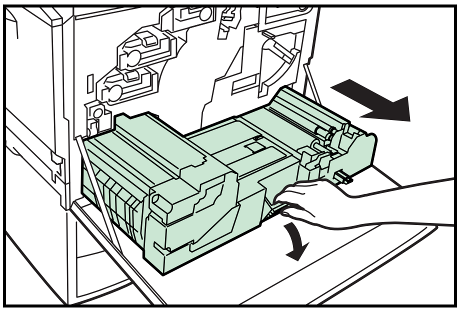
Paper misfeed.

1.Remove paper if inside on the conveying unit.
2.Conveying unit right, fuser unit left and upper cover, remove paper if inside
3.Release transfer unit lever.
4.Pull out transfer unit and remove paper if inside.
5.Reset the unit and close front cover unit.

1 Open the front cover.



2 Operate the paper conveyor release lever and pull the paper conveyor unit out towards you as far as it will go.



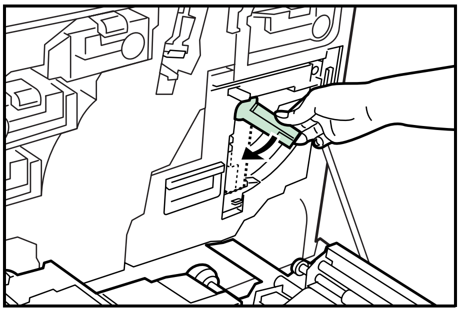
WARNING

High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

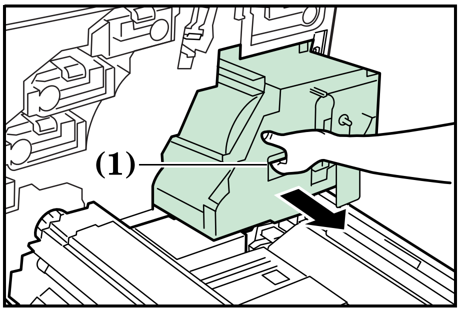
CAUTION

The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

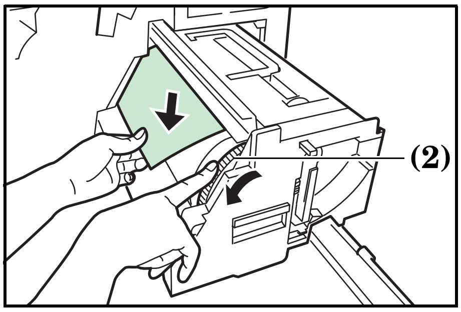
3 Turn the green transfer unit release lever to the left until it reaches a vertical position.



4 Grasp the transfer unit handle (shown as **(1)** in the illustration) and pull the transfer unit out towards you as far as it will go.

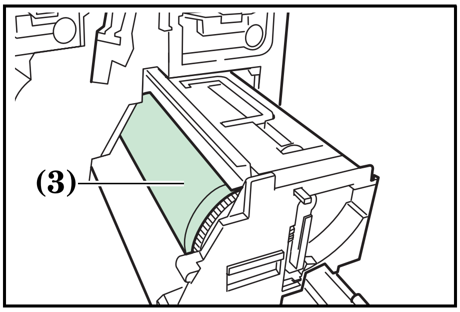


5 Remove the jammed paper without tearing it. If the paper is difficult to remove at all, turn the black transfer drum dial (shown as **(2)** in the illustration) towards you. The misfed paper will be fed out to a location that makes it easier to remove.

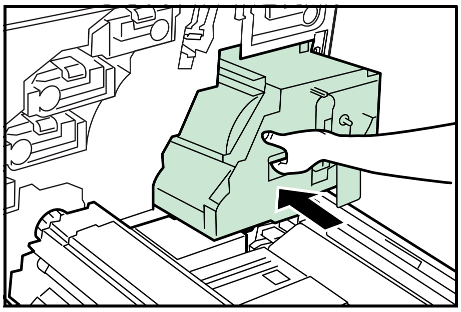


NOTE
If the paper does happen to tear, remove any loose scraps from inside the copier.

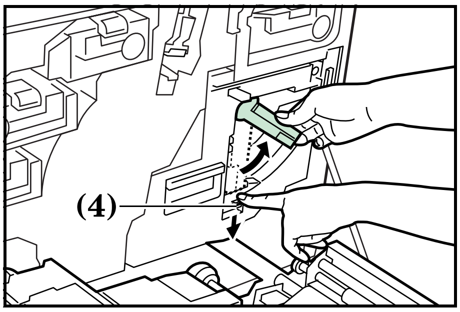
IMPORTANT!
The transfer drum (shown as **(3)** in the illustration) is extremely sensitive to dirt. Do not to touch the drum with your hands.



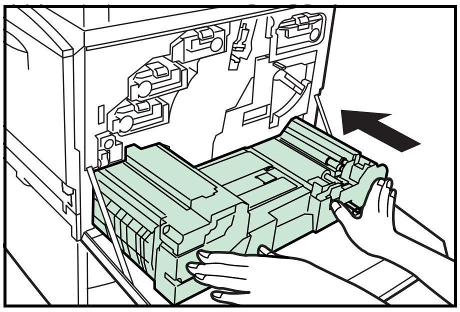
6 Replace the transfer unit in its original position in the copier.



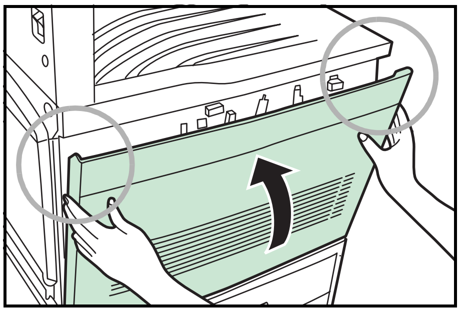
7 Push down on the release lock (shown as **(4)** in the illustration) and replace the transfer unit release lever into its original position in the copier.



8 Replace the paper conveyor unit in its original position in the copier.



9 Close the front cover.



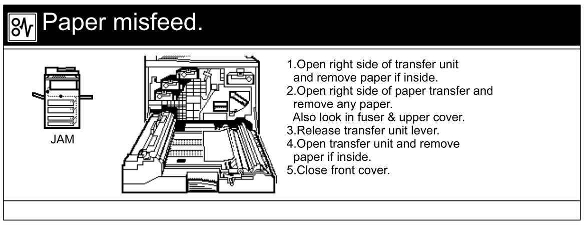
NOTE
Be sure to hold both the left and right sides of the front cover and close it securely.

Misfeed in the fixing section

If a misfeed has occurred in the fixing section, perform the following procedure to remove the jammed paper.

* The following display will be displayed after you pull out the paper conveyor unit in step 2.

Inch specifications

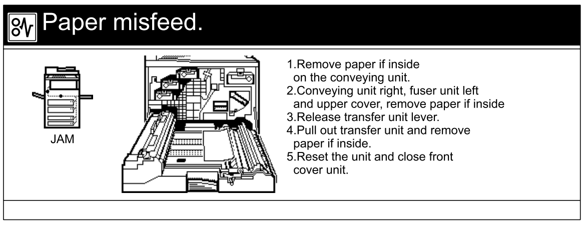


Paper misfeed.

JAM

1.Open right side of transfer unit and remove paper if inside.
2.Open right side of paper transfer and remove any paper.
Also look in fuser & upper cover.
3.Release transfer unit lever.
4.Open transfer unit and remove paper if inside.
5.Close front cover.

Metric specifications

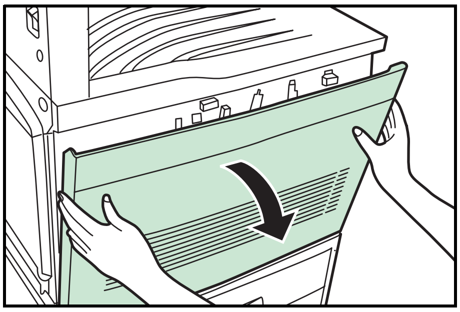


Paper misfeed.

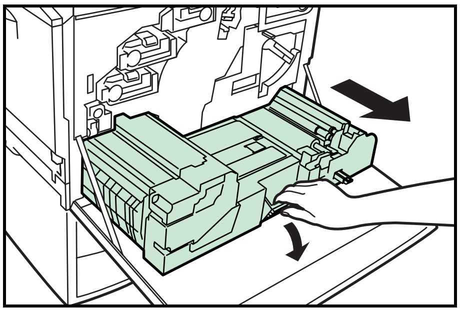
JAM

1.Remove paper if inside on the conveying unit.
2.Conveying unit right, fuser unit left and upper cover, remove paper if inside
3.Release transfer unit lever.
4.Pull out transfer unit and remove paper if inside.
5.Reset the unit and close front cover unit.

1 Open the front cover.



2 Operate the paper conveyor release lever and pull the paper conveyor unit out towards you as far as it will go.



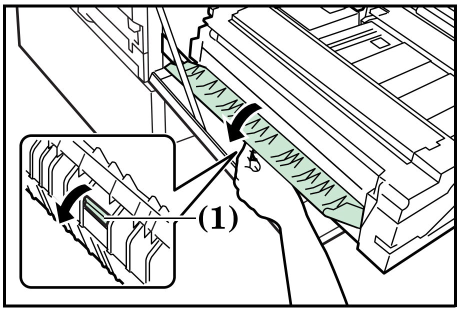
⚠ WARNING

High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

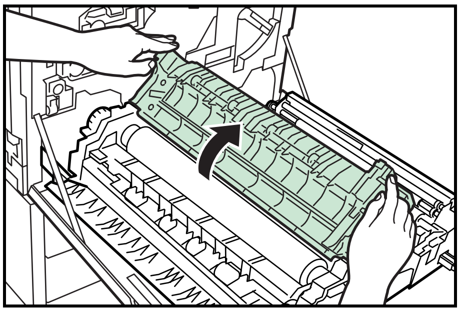
⚠ CAUTION

The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

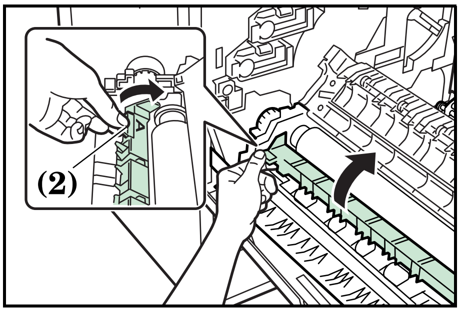
3 Grasp the green handle (shown as **(1)** in the illustration) on the left cover to the fixing section and open that cover.



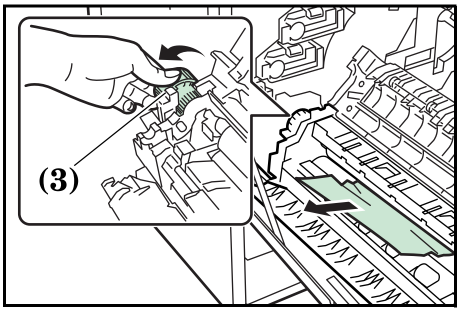
4 Open the upper cover to the fixing section.



5 Grasp the handle (marked with an "A" and shown as **(2)** in the illustration) to the inner cover and open that cover.



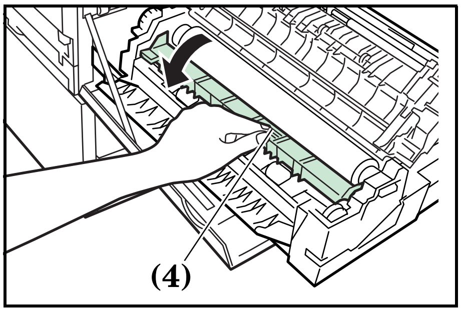
6 Remove the jammed paper without tearing it. If the paper is difficult to remove at all, turn the green fixing gear (shown as **(3)** in the illustration) to the left. The misfed paper will be fed out to a location that makes it easier to remove.



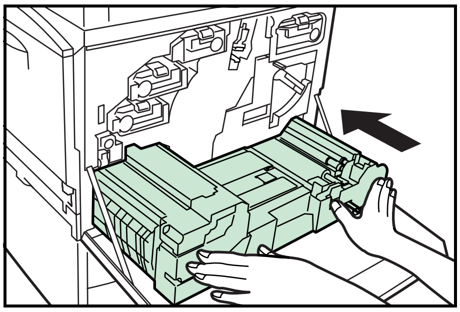
NOTES
- The fixing gear will only turn in the direction indicated in the illustration.
- If the paper does happen to tear, remove any loose scraps from inside the copier.

7 Close all open covers.

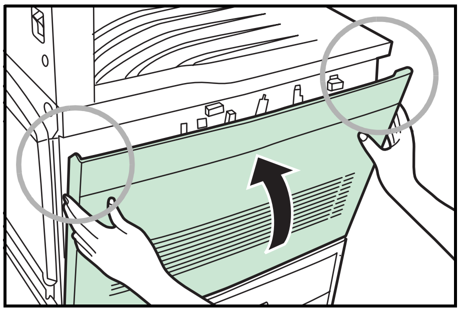
NOTE
Be sure to hold the middle handle (marked with a "**B**" and shown as **(4)** in the illustration) when you close the inner cover to the fixing unit.



8 Replace the paper conveyor unit in its original position in the copier.



9 Close the front cover.

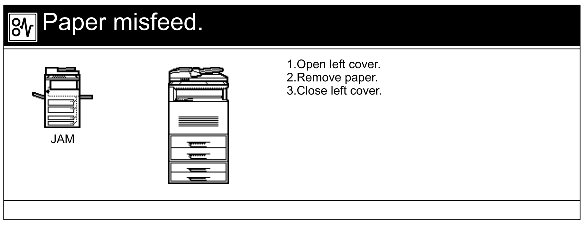


NOTE
Be sure to hold both the left and right sides of the front cover and close it securely.

Misfeed inside the left cover or near the copy storage table

If the following display appears, a misfeed has occurred inside the left cover or near the copy storage table. Perform the following procedure to remove the jammed paper.

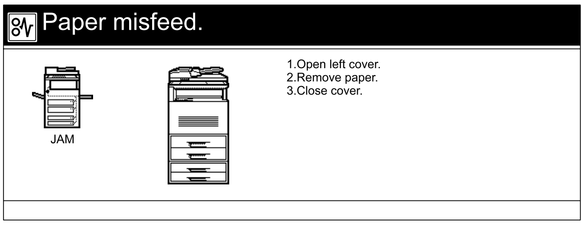
Inch specifications



Paper misfeed.

1.Open left cover.
2.Remove paper.
3.Close left cover.

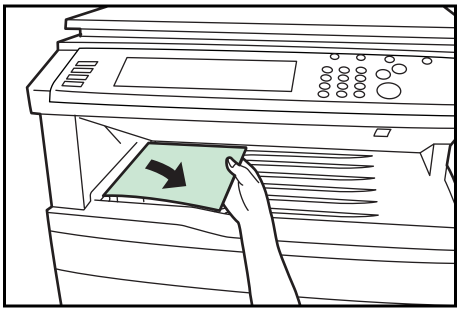
Metric specifications



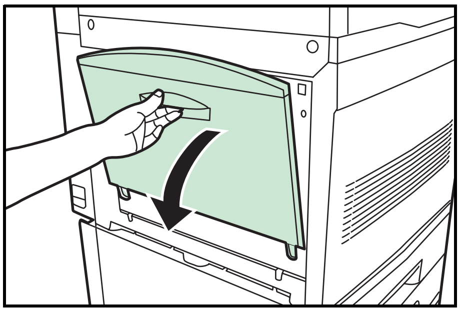
Paper misfeed.

1.Open left cover.
2.Remove paper.
3.Close cover.

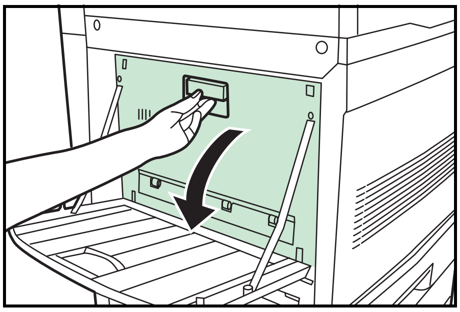
1 Remove all of the copies from the copy storage table.



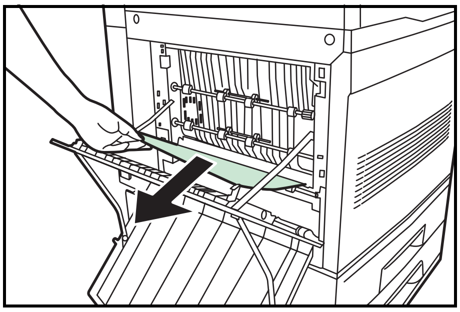
2 Open the left tray.



3 Open the left cover.

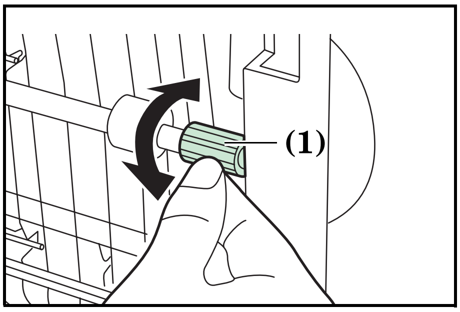


4 Remove the jammed paper without tearing it.



NOTES

- If the paper does happen to tear, remove any loose scraps from inside the copier.
- If the paper is difficult to remove at all, turn the green paper feed dial (shown as **(1)** in the illustration). The misfed paper will be fed out to a location that makes it easier to remove.

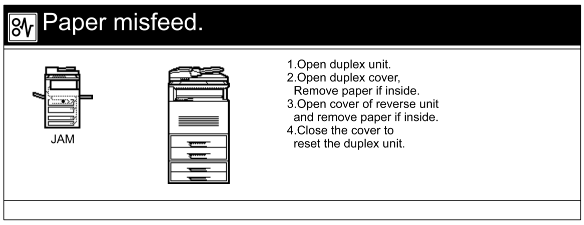


5 Close the left cover.
Close the left tray.

Misfeed in the Duplex Unit

If the following display appears, a misfeed has occurred in the Duplex Unit. Perform the following procedure to remove the jammed paper.

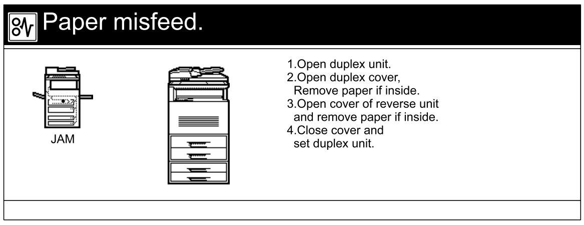
Inch specifications



Paper misfeed.

1.Open duplex unit.
2.Open duplex cover,
Remove paper if inside.
3.Open cover of reverse unit
and remove paper if inside.
4.Close the cover to
reset the duplex unit.

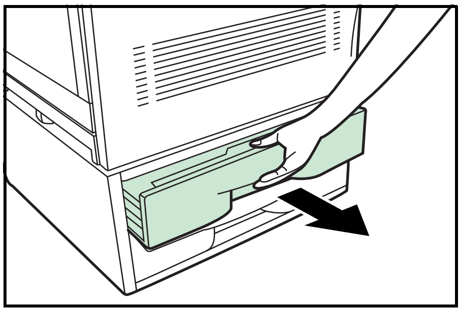
Metric specifications



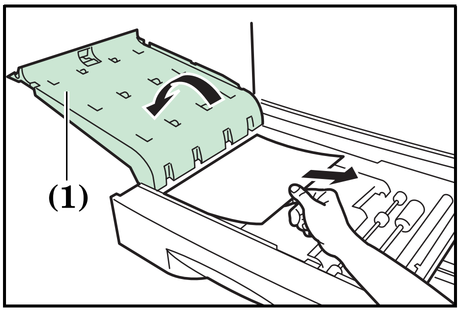
Paper misfeed.

1.Open duplex unit.
2.Open duplex cover,
Remove paper if inside.
3.Open cover of reverse unit
and remove paper if inside.
4.Close cover and
set duplex unit.

1 Pull out the Duplex Unit.

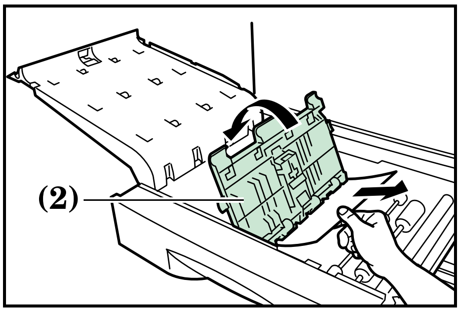


2 Open the Duplex Unit cover (shown as **(1)** in the illustration) and remove the jammed paper without tearing it.



NOTE
If the paper does happen to tear, remove any loose scraps from inside the copier.

3 Open the reversing section cover (shown as **(2)** in the illustration) and remove the jammed paper without tearing it.



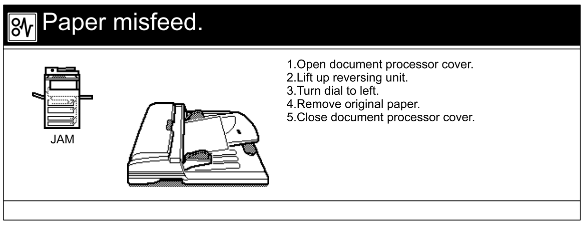
NOTE
If the paper does happen to tear, remove any loose scraps from inside the copier.

4 Close all open covers and replace the Duplex Unit in its original position in the copier.

Misfeed in the optional Document Processor

If the following display appears, an original has misfed in the Document Processor. In this case, the original set indicator will blink red. Perform the following procedure to remove the jammed original.

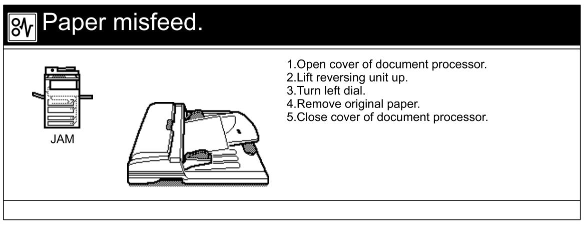
Inch specifications



Paper misfeed.

1.Open document processor cover.
2.Lift up reversing unit.
3.Turn dial to left.
4.Remove original paper.
5.Close document processor cover.

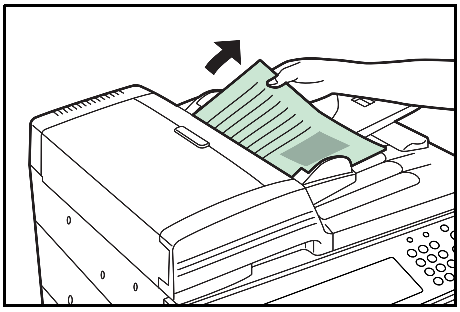
Metric specifications



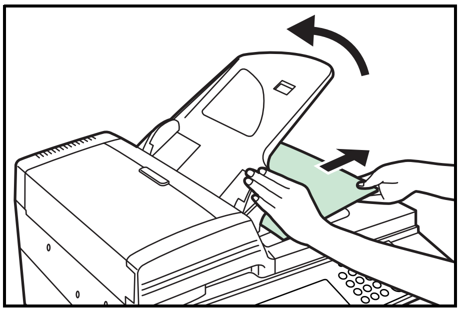
Paper misfeed.

1.Open cover of document processor.
2.Lift reversing unit up.
3.Turn left dial.
4.Remove original paper.
5.Close cover of document processor.

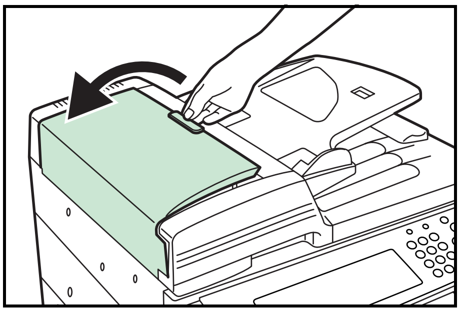
1 Remove all of the originals remaining in the original table.



2 Remove all of the originals that have been ejected onto the original eject.

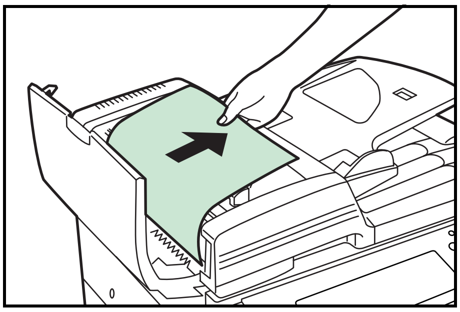


3 Open the left cover to the Document Processor.



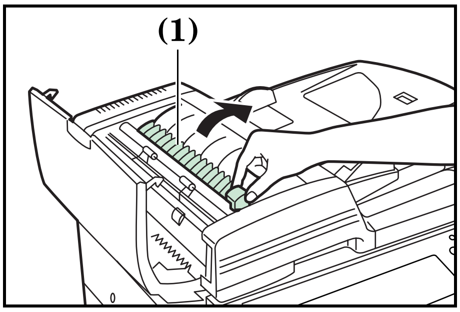
NOTE
Be sure to hold the handle in the middle of the cover when opening it.

4 If there are any originals there, remove the jammed original without tearing it.



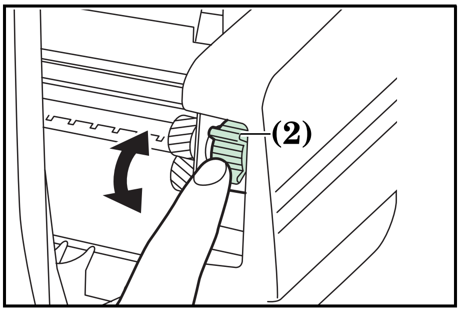
NOTE
If the original does happen to tear, remove any loose scraps from inside the Document Processor.

5 Open the paper conveyor cover (shown as **(1)** in the illustration).



6 If there are any originals there, remove the jammed original without tearing it.

NOTES
- If the original does happen to tear, remove any loose scraps from inside the Document Processor.
- If the original is difficult to remove at all, turn the green original feed dial (shown as **(2)** in the illustration). The misfed original will be fed out to a location that makes it easier to remove.



7 Close the paper conveyor cover.

8 Close the left cover. The original set indicator should go out. Reset the originals and start copying again.

NOTE
Be sure to hold the handle in the middle of the cover when closing it.

Misfeed in the optional Document Finisher

If a misfeed occurs in the Document Finisher, refer to the Operation Guide for the Document Finisher and remove the jammed paper.

If other trouble occurs

If trouble occurs with your copier, carry out the applicable checkpoints and procedures indicated on the following pages. If the trouble persists, contact your service representative or authorized service center.

Trouble	Checkpoint	Procedure	Reference page
Nothing lights on the operation panel when the power switch is turned ON.	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	---
No copies come out when the [Start] key is pressed.	Is there an error message in the message area of the touch panel?	Check the appropriate response to that message, and perform the corresponding procedure.	9-1
The copies come out blank.	Were the originals set correctly?	When setting originals on the platen, set them face-down and align them with original size indicators. When setting originals in the optional Document Processor, set them face-up	4-1 8-2
The copies come out too light.	Is the copier in the auto exposure mode?	In order to adjust the overall exposure level, perform the “Auto exposure adjustment” procedure.	7-80
	Is the copier in the manual exposure mode?	Adjust the exposure to the correct level using the copy exposure adjustment keys.	4-3
		To adjust the overall exposure, change the default value for manual exposure in each image quality mode.	7-83
	Is a message that tells you to add toner displayed?	Replace the corresponding toner container(s).	10-4
	Is the copy paper wet?	Replace the copy paper with new paper.	---
The copies come out too dark.	Is the copier in the auto exposure mode?	In order to adjust the overall exposure level, perform the “Auto exposure adjustment” procedure.	7-80
	Is the copier in the manual exposure mode?	Adjust the exposure to the correct level using the copy exposure adjustment keys.	4-3
		To adjust the overall exposure, change the default value for manual exposure in each image quality mode.	7-83

Trouble	Checkpoint	Procedure	Reference page
A moiré pattern (the phenomenon where the dots do not appear to be lined up properly but seem to be grouped together in patterns) appears on the copies.	Is the original that you are copying a printed photograph?	Set the image quality to the printed photo mode.	4-4
The color of the originals and the copies seem different.	Are the color adjustment settings correct?	Perform the “Adjusting the color balance” color copy setting.	5-1
		Perform the auto color adjustment procedure.	7-102
The copies are not clear.	Did you select an image quality mode that was appropriate to the original being copied?	Select an appropriate image quality mode.	4-4
The copies are dirty.	Is the platen or the original cover dirty?	Clean the platen and/or the original cover.	10-1
The copies are blurred or faded.	Is the copier being used in an environment of high humidity?	Perform the drum refresh procedure.	7-104
The copy image is skewed.	Were the originals set correctly?	When setting originals on the platen, align them securely with the original size indicator plate. When setting originals in the optional Document Processor, align the original insert guides securely before setting the originals.	4-1 8-2
	Was the paper set correctly?	Set paper securely against the guide plates.	3-1
Paper jams occur often.	Is the copy paper loaded properly in the drawer[cassette]?	Load the paper properly.	3-1
		Depending upon the type and condition of the copy paper, finished copies can curl and may be the cause of paper jams. Remove the paper from the drawer[cassette], turn it over, and set it in the drawer[cassette] again.	3-1
	Is the copy paper curled, folded over or wrinkled?	Replace the copy paper with new paper.	---
	Is there any jammed paper or loose scraps of paper remaining inside the copier?	Carry out the appropriate procedure to remove the paper.	9-5
	Does the size of the paper actually set in the MP tray match the size you selected in the touch panel?	Make sure the size of the paper set in the MP tray matches the size you select in the touch panel.	7-97
Black lines appear on copies when copying from the optional Document Processor.	Is the slit glass dirty?	Clean the slit glass.	10-1
Vertical line of the original appears wavy or darker on the edge.	Is the original securely pressed by the original cover (document processor) ? Be sure that there is no space between the original and the platen.	Place 5 to 10 sheets of A3(11x17) sized paper above the original to press it securely with the original cover (document processor), and then start copying.	-
Copies on the paper larger than the original have a shadow on the outer part of the original image.	Is there a space between the outer part of the original and the original cover (document processor) ?	Place 5 to 10 sheets of A3 (11x17) sized paper above the original to press it securely with the original cover (document processor), and then start copying.	-

Section 10 MAINTENANCE AND OPERATION INFORMATION

Cleaning the copier

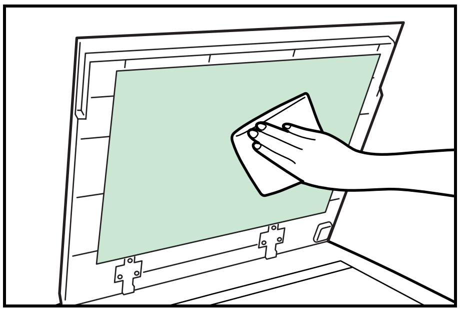
CAUTION

For safety purposes, ALWAYS remove the power plug from the outlet when performing cleaning operations.

Cleaning the original cover

Lift open the original cover. Wipe the back side of the original cover with a soft cloth dampened with alcohol or mild detergent.

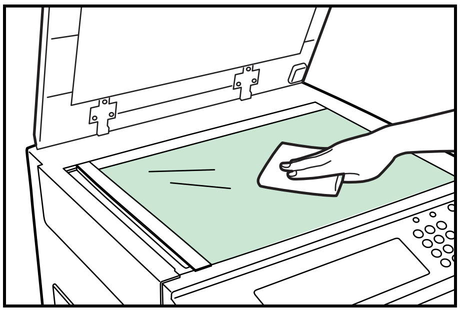
* Never use thinner or other organic solvents to clean the original cover.



Cleaning the platen

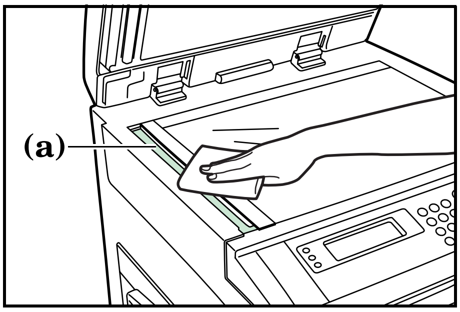
Lift open the original cover. Wipe the platen with a soft cloth dampened with alcohol or mild detergent.

* Never use thinner or other organic solvents to clean the platen.



* If copies appear soiled, such as black lines appearing on the copy image, while using the optional Document Processor, the slit glass (**a**) is dirty. Wipe the slit glass with a dry cloth or a soft cloth dampened with alcohol.

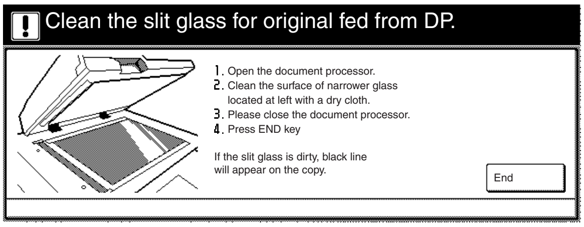
* Never use water, thinner or organic solvents.



NOTE

When the slit glass becomes dirty, “Clean the slit glass for original fed from DP.” [“Clean the slit glass for original fed.”] may appear. In this case, perform the cleaning operation on the slit glass and then touch the “End” key.

Inch specifications

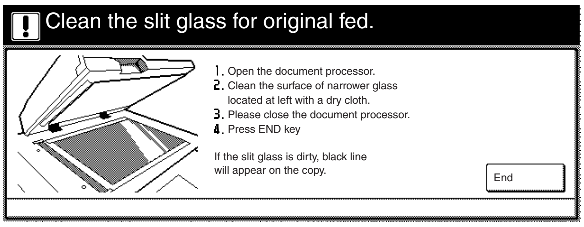


Clean the slit glass for original fed from DP.

1. Open the document processor.
2. Clean the surface of narrower glass located at left with a dry cloth.
3. Please close the document processor.
4. Press END key

If the slit glass is dirty, black line will appear on the copy.

Metric specifications



Clean the slit glass for original fed.

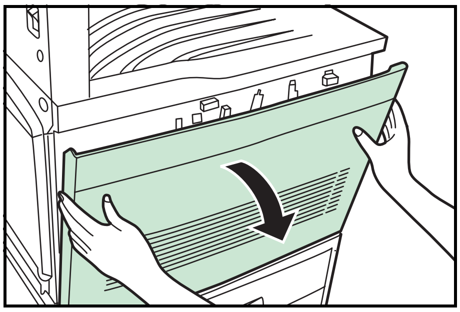
1. Open the document processor.
2. Clean the surface of narrower glass located at left with a dry cloth.
3. Please close the document processor.
4. Press END key

If the slit glass is dirty, black line will appear on the copy.

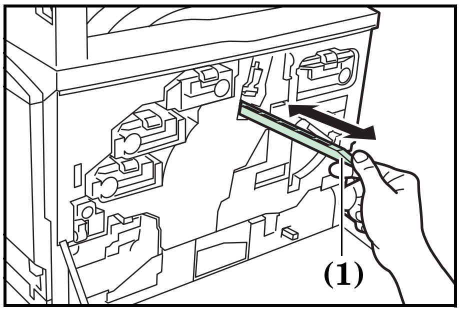
Cleaning the main charger

Perform the following cleaning operation on the main charger if black lines appear on the copy image.

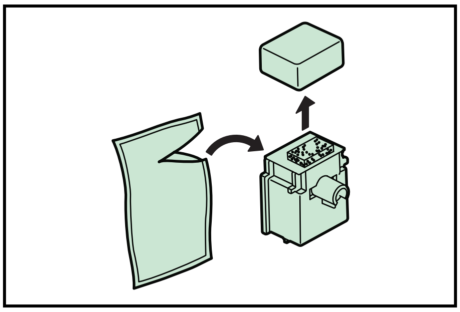
1 Open the front cover.



2 Grasp the green cleaning shaft **(1)**, pull it out slowly as far as it will go and then push it back in all the way. Repeat this step 3 to 5 times.



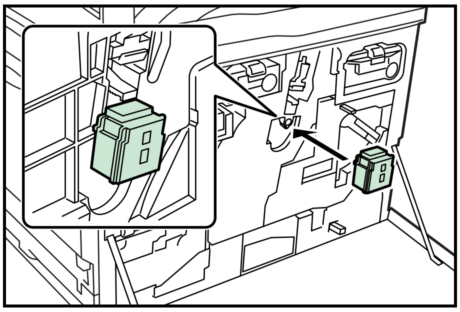
3 Take the supplied grid cleaner out of its package and remove the cap.



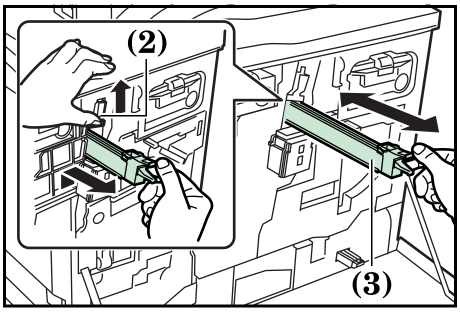
NOTE
The sponge portion of the grid cleaner contains fluid. Perform the cleaning operation as quickly as possible to prevent it from drying out.

---

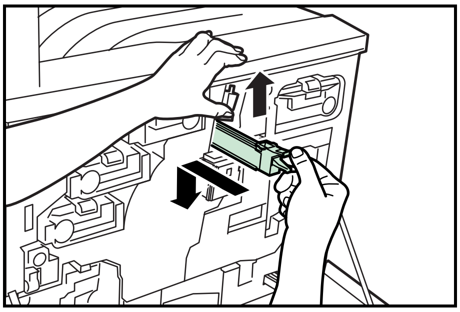
4 With the sponge portion of the grid cleaner up, attach it to the copier as shown in the illustration.



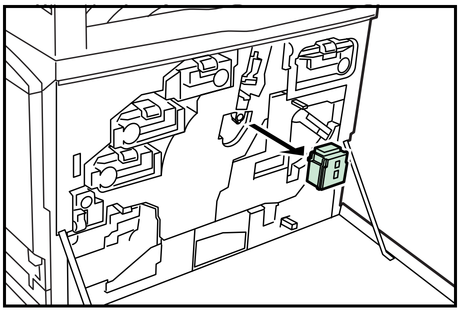
5 Push up on the main charger release lever **(2)**. Lift up slightly on the main charger **(3)**, slowly pull out the main charger as far as it will go and then push it back in all the way. Repeat this step 2 to 3 times.



6 Lift up on the main charger release lever and push the main charger back into its original position in the copier.

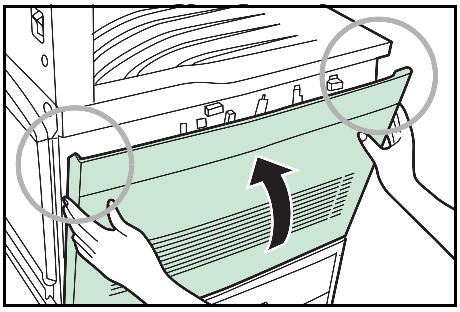


7 Remove the grid cleaner.



NOTE
DO NOT attempt to reuse the grid cleaner after it is used once.

8 Close the front cover.



NOTE
Be sure to hold both the left and right sides of the front cover and close it securely.

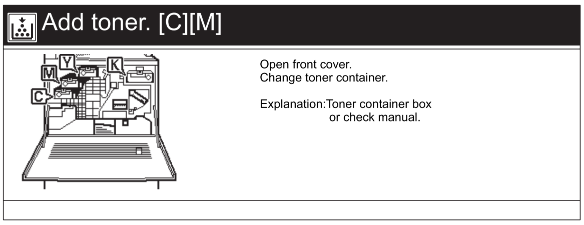
Replacing the toner containers

This copier uses 4 colors of toner (yellow, cyan, magenta and black).

When “Toner will be empty soon.” appears in the message area of the touch panel, you will soon need to replace the indicated toner container. Make sure you have the appropriate replacement toner container ready. Once “Add toner” appears, the machine will stop operation. Replace the indicated toner container at this time.

IMPORTANT!
- Only replace the toner containers when “Add toner” appears in the message area of the touch panel.
- A waste toner box is included with each Toner Kit. These boxes should be saved so they can be used when the message appears telling you to change the box.
- When replacing a toner container, do not leave any items such as floppy disks, etc., nearby.

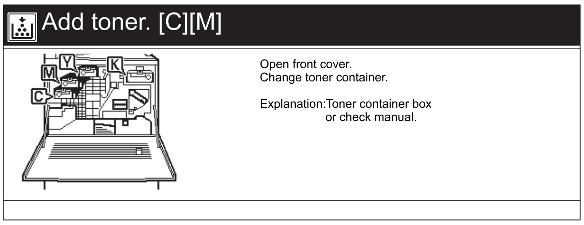
Inch specifications


Add toner. [C][M]

Open front cover.
Change toner container.

Explanation:Toner container box
or check manual.

Metric specifications


Add toner. [C][M]

Open front cover.
Change toner container.

Explanation:Toner container box
or check manual.

CAUTION

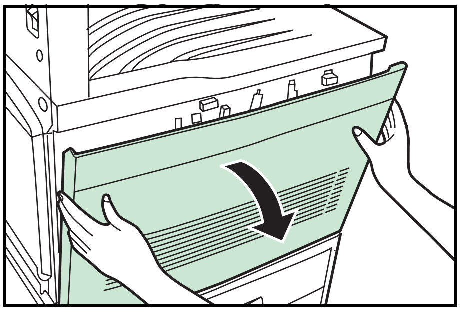
DO NOT attempt to incinerate the toner containers or the waste toner box. Dangerous sparks may cause burns.

CAUTION

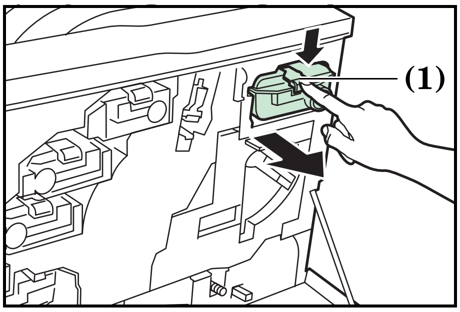
DO NOT attempt to force open or destroy the toner containers or the waste toner box.

The illustrations in the following procedure will show replacement of the black toner container.

1 Open the front cover.

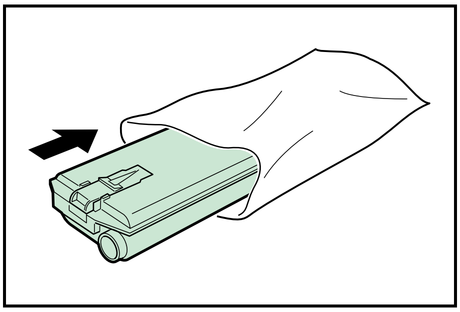


2 Hold the toner container release lever **(1)** down and pull the old container out.

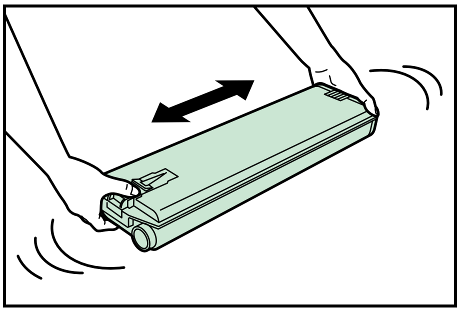


IMPORTANT!
Do not tilt the old container.

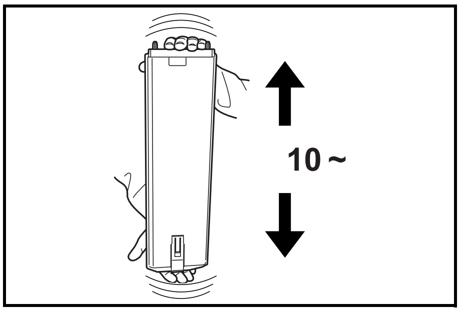
3 Insert the old container into the supplied disposable plastic bag.



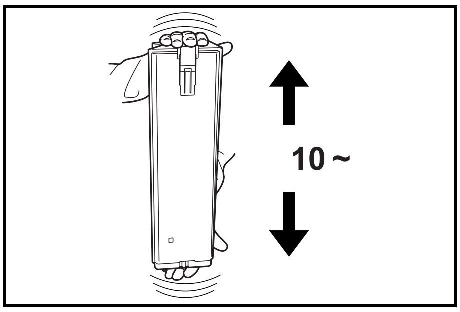
4 Shake the new toner container 5 times or more from side to side.



5 Holding the toner container in both hands, shake it vertically at least ten times to distribute the toner evenly.

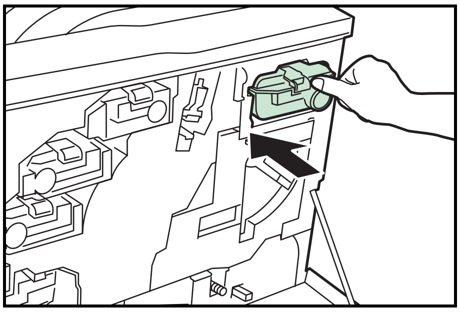


6 Turn the toner container upside-down and shake it vertically at least ten times.



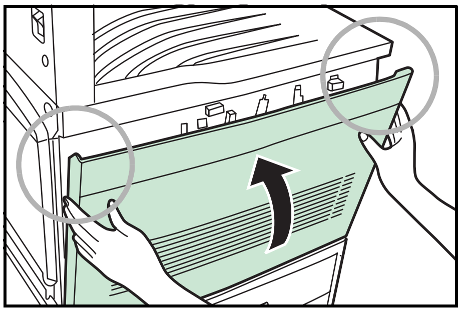
IMPORTANT!
If you install the toner container in the copier without shaking it sufficiently, an error may occur due to incomplete toner replenishment.

7 Insert the new container into the copier.
Once it is inserted properly, the new container will lock into place.



Follow this same procedure and replace the other toner containers, as necessary.

8 Close the front cover.



NOTE
Be sure to hold both the left and right sides of the front cover and close it securely.

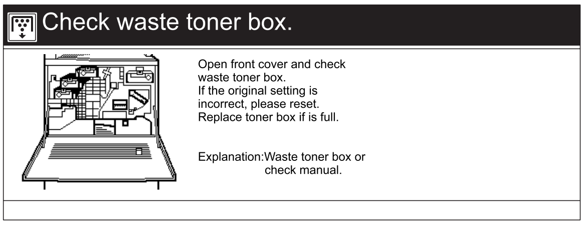
After use, ALWAYS dispose of the toner containers and the waste toner box in accordance with Federal, State and Local rules and regulations.

Replacing the waste toner box

When “Check waste toner box.” appears in the message area of the touch panel, replace the waste toner box.

IMPORTANT!
Only replace the waste toner box when the message appears telling you to do so.

Inch specifications

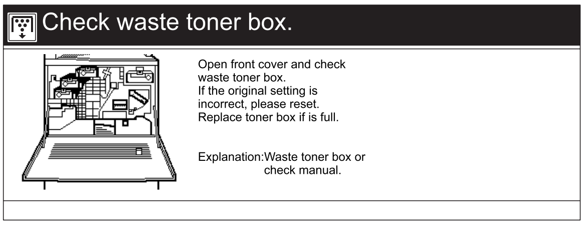


Check waste toner box.

Open front cover and check waste toner box.
If the original setting is incorrect, please reset.
Replace toner box if is full.

Explanation:Waste toner box or check manual.

Metric specifications



Check waste toner box.

Open front cover and check waste toner box.
If the original setting is incorrect, please reset.
Replace toner box if is full.

Explanation:Waste toner box or check manual.

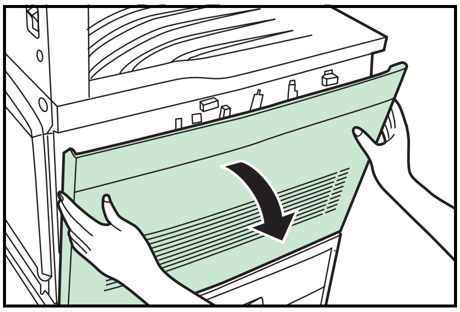
⚠ CAUTION

DO NOT attempt to incinerate the toner containers or the waste toner box. Dangerous sparks may cause burns.

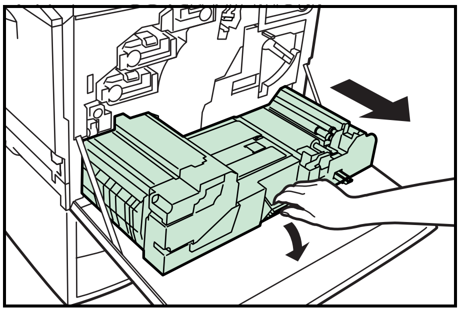
⚠ CAUTION

DO NOT attempt to force open or destroy the toner containers or the waste toner box.

1 Open the front cover.



2 Operate the paper conveyor release lever and pull the paper conveyor out towards you as far as it will go.



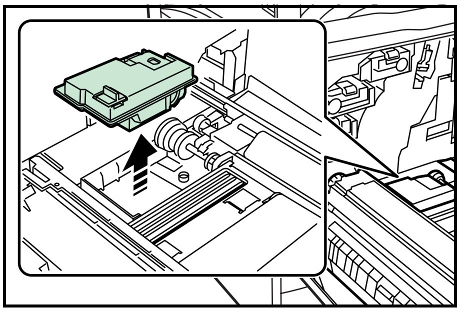
⚠ WARNING

High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.

⚠ CAUTION

The copier’s fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

3 Remove the waste toner box from the copier.



IMPORTANT!
DO NOT turn the waste toner box upside down after you remove it from the copier.

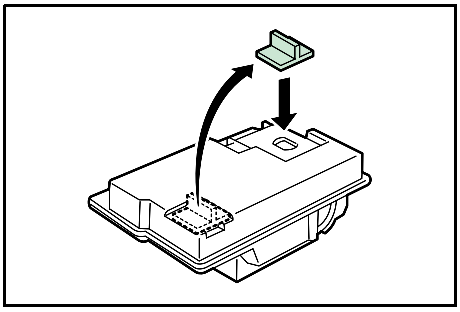
CAUTION

DO NOT attempt to incinerate the toner containers or the waste toner box. Dangerous sparks may cause burns.

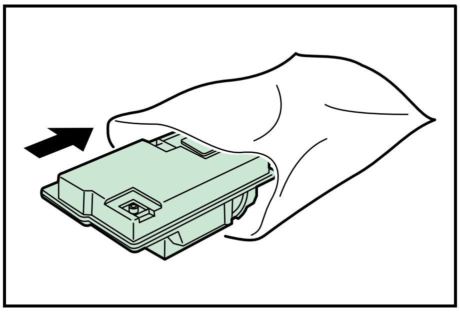
CAUTION

DO NOT attempt to force open or destroy the toner containers or the waste toner box.

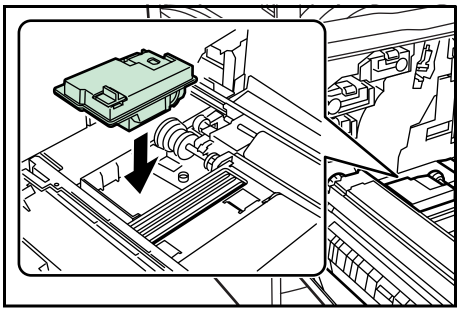
4 Use the cap that is located on top of the waste toner box to seal to the opening in the box.



5 Insert the old box into the supplied disposable plastic bag.

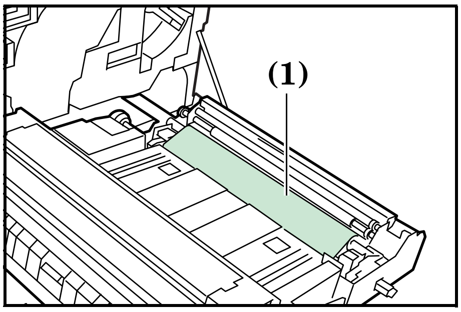


6 Set the new waste toner box into the copier.

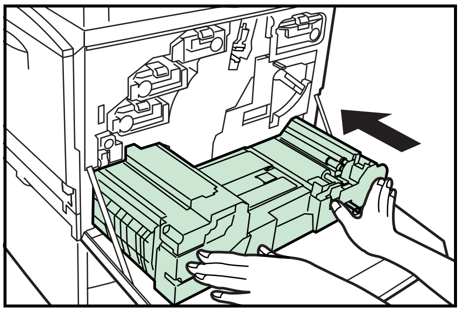


IMPORTANT!

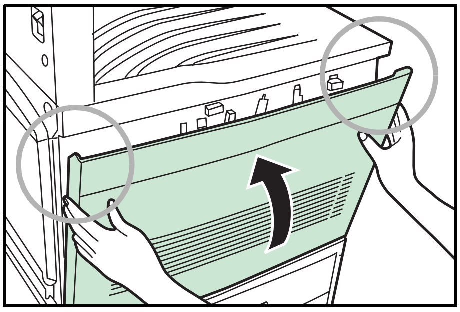
- Do not close the cap to the opening of the new waste toner box. This may cause mechanical trouble in the copier.
- DO NOT touch the transfer roller **(1)** that is located to the right of the paper conveyor section. Touching it may cause subsequent copies to come out dirty.



7 Check that the waste toner box is set properly in the copier and push the paper conveyor back into the copier.



8 Close the front cover.



NOTE
Be sure to hold both the left and right sides of the front cover and close it securely.

After use, ALWAYS dispose of the toner containers and the waste toner box in accordance with Federal, State and Local rules and regulations.

Specifications

Main Body

Type	Desktop
Original table	Fixed type
Copying system	Indirect electrostatic, internal transference drum
Acceptable originals	Sheets of paper, books and 3-dimensional objects (Maximum size: 11" × 17" [A3])
Acceptable copy paper sizes	Drawers[cassettes]: 11" × 8 1/2", 8 1/2" × 14", 11" × 17", A5R, B5R, A4, B4 (257 mm × 364 mm) and A3 MP tray: 5 1/2" × 8 1/2", 8 1/2" × 11", 11" × 8 1/2", 8 1/2" × 13", 8 1/2" × 14", 11" × 17", 12" × 18", A6R, B6R, A5R, B5R, B5, A4R, A4, B4 (257 mm × 364 mm), A3, A3 wide (305 mm × 457 mm, metric specification copiers) and Folio (metric specification copiers) During 2-sided copying: 11" × 17" [A3] – 11" × 8 1/2" [A5R] Print margin loss: 0. 5 mm – 5.5 mm
Copying speed	11" × 8 1/2" [A4] size original at 100% (1:1) magnification ratio: 8 copies/min. (full color); 40 copies/min. (monochrome)
Duplex Productivity	Simplex to Duplex Copying : 23.8% Duplex to Duplex Copying : 18.5%
Warm-up time	Within 180 secs. (at room temperature of 73.4°F/22°C, humidity 60%)
First copy speed	Full color: Within 24.5 secs. Monochrome or monocolor: Below 10.8 secs.
Available magnification ratios	Any 1% increment between 25% and 400% or standard pre-set ratios
Memory	256 MB of Bitmapping memory and 40 GB of image storage memory
Resolution	Reading: 600 × 600 dpi Writing: 600 × 600 dpi
Paper feed system	<Automatic feeding from drawers[cassettes]> One 500-sheet capacity drawer[cassette] [60 g/m^2 – 90 g/m^2] <Manual feed from the MP tray> 150-sheet capacity [60 g/m^2 – 90 g/m^2]
Acceptable copy paper	<Weight> Drawers[cassettes]: 60 g/m^2 – 90 g/m^2 Duplex Unit: 60 g/m^2 – 90 g/m^2 MP tray: 60 g/m^2 – 220 g/m^2 <Types> Drawers[cassettes]: Standard copy paper, color paper Duplex Unit: Standard copy paper, color paper MP tray: Standard copy paper, special paper (Color paper, OHP transparencies, etc.) and envelopes [only available when the optional printer functions are used]
Continuous copying	1 – 999 sheets
Light source	Rare gas lamp
Developing system	Dry dual-element process
Fixing system	Heat roller
Cleaning system	Blade and fur brush
Photoconductor	a-Si (amorphous silicon)

Standard functions and modes	Color balance adjustment, Color hue adjustment, One-touch image quality adjustment, Mono-color mode, Gloss mode, Auto paper selection mode, Image quality selection, Auto magnification selection mode, Zoom mode, Preset zoom mode, XY zoom mode, 2-sided copy modes, Page separation/Split copy modes, Margin mode, Centering/Image shift mode, Memo mode, Border erase modes, Combine/Merge Copy modes, Print page numbers mode, Poster mode, Booklet/Stitching mode, Book to Booklet mode, Sort/Finished mode, Auto rotation function, Cover mode, Transparency + backing sheet mode, Invert mode, Mirror image mode, Proof mode, Repeat copy mode, Batch scanning mode, Color/BW selection mode, Eco print mode, Program function, Job build mode, Copy management mode, Language selection function
Power source	120V AC, 60 Hz, 12 A 220V – 240V AC, 50/60 Hz, 6 A
Dimensions (W) × (D) × (H)	23 1/4" × 25 9/16" × 34 5/16" 590 mm × 650 mm × 870 mm
Weight	Approx. 261.8 lbs. / Approx. 119 kg
Noise emission	≦ 70 dB(A)
Required space (W) × (D)	50 3/4" × 23 1/16" 1288 mm × 585 mm
Optional equipment	Document Processor, Paper Feeder, Document Finisher, Key Counter and Fax Kit.

(Specifications are subject to change without notice.)

Document Processor (option)

Original feed system	Automatic feeding
Acceptable originals	Sheets of paper
Original sizes	Max.: 11" × 17" / A3 Min.: 5 1/2" × 8 1/2" / A5R
Original paper weight	One-sided originals: 35 g/m^2 – 160 g/m^2 Two-sided originals: 50 g/m^2 – 120 g/m^2
Acceptable number of originals	100 sheets (smaller than 11" × 8 1/2" [A4] size, between 50 g/m^2 and 80 g/m^2) 70 sheets (larger than 8 1/2" × 14" [B4] size, between 50 g/m^2 and 80 g/m^2)
Power source	Via electrical connection to the copier
Dimensions (W) × (D) × (H)	21 13/16" × 18 13/16" × 5 7/16" 553 mm × 478 mm × 137 mm
Weight	Approx. 23.1 lbs. / Approx. 10.5 kg

(Specifications are subject to change without notice.)

Document Finisher (option)

Number of trays	Sort tray: 1, Non-sort tray: 1

Tray capacity

Inch specifications

Sort tray (75 g/m^2 weight paper)

- When NOT stapling — 11" × 17", 8 1/2" × 14": 1500 sheets / 8 1/2" × 11", 11" × 8 1/2": 3000 sheets
- When stapling 2 copies — 11" × 17": 450 sheets / 8 1/2" × 14": 600 sheets / 8 1/2" × 11": 700 sheets / 11" × 8 1/2": 850 sheets
- When stapling 3 – 4 copies — 11" × 17": 400 sheets / 8 1/2" × 14": 700 sheets / 8 1/2" × 11": 750 sheets / 11" × 8 1/2": 800 sheets
- When stapling 5 – 10 copies — 11" × 17": 500 sheets / 8 1/2" × 14": 800 sheets / 8 1/2" × 11", 11" × 8 1/2": 900 sheets
- When stapling 11 – 20 copies — 11" × 17": 950 sheets / 8 1/2" × 14": 1000 sheets / 8 1/2" × 11", 11" × 8 1/2": 1200 sheets
- When stapling 21 – 29 copies — 11" × 17": 1400 sheets / 8 1/2" × 14": 1500 sheets
- When stapling 21 – 50 copies — 8 1/2" × 11", 11" × 8 1/2": 3000 sheets
- When stapling 30 copies — 11" × 17", 8 1/2" × 14": 1500 sheets

Non-sort tray: 11" × 17", 8 1/2" × 14": 150 sheets / 11" × 8 1/2", 8 1/2" × 11": 250 sheets

* When using 75 g/m^2 weight paper

Metric specifications

Sort tray (80 g/m^2 weight paper)

- When NOT stapling — A3, B4 (257mm × 364mm): 1500 sheets / A4R, A4: 3000 sheets
- When stapling 2 copies — A3, B4 (257mm × 364mm): 300 sheets / A4R, A4: 750 sheets
- When stapling 3 – 4 copies — A3, B4 (257mm × 364mm): 300 sheets / A4R, A4: 700 sheets
- When stapling 5 – 10 copies — A3, B4 (257mm × 364mm): 500 sheets / A4R, A4: 850 sheets
- When stapling 11 – 20 copies — A3, B4 (257mm × 364mm): 800 sheets / A4R, A4: 1100 sheets
- When stapling 21 – 29 copies — A3, B4 (257mm × 364mm): 1300 sheets
- When stapling 21 – 49 copies — A4R: 2700 sheets / A4: 3000 sheets
- When stapling 30 copies — A3, B4 (257mm × 364mm): 1500 sheets
- When stapling 50 copies — A4R, A4: 3000 sheets

Non-sort tray: A3, B4 (257 mm × 364 mm), Folio: 150 sheets / A4, A4R, A5R, A6R: 250 sheets

* When using 80 g/m^2 weight paper

Paper weight	When ejected onto the subtray: 60 g/m^2 - 200 g/m^2 When ejected onto the main tray: 60 g/m^2 - 160 g/m^2 When stapling or punching: 60 g/m^2 - 160 g/m^2
Stapling capacity	A3, B4 (257 mm × 364 mm), 11" × 17", 8 1/2" × 14": 30 sheets / A4, A4R, 11" × 8 1/2", 8 1/2" × 11": 50 sheets * When using 75 g/m^2 – 80 g/m^2 weight paper * When the color copy or color copy paper is selected, the stapling capacity may be reduced.
Power source	Via electrical connection to the copier
Dimensions (W) × (D) × (H)	27 1/8" × 23 9/16" × 39 7/8" 688 mm × 1010 mm × 598 mm
Weight	Approx. 110 lbs. / Approx. 50 kg

(Specifications are subject to change without notice.)

Paper Feeder (option)

Paper feed system	Automatic feeding from 2 drawers[cassettes] (250-sheet [60 g/m^2 – 90 g/m^2] capacity each)
Acceptable copy paper sizes	11" × 17" [A3], 11" × 14" [B4] (257 mm × 364 mm), 11" × 8 1/2" [A4], 8 1/2" × 11" [A4R], B5R and A5R
Acceptable copy paper	<Weight> 60 g/m^2 – 90 g/m^2 <Types> Standard copy paper and color paper
Power source	Via electrical connection to the copier
Dimensions (W) × (D) × (H)	22 1/16" × 22 3/8" × 7 3/4" 560 mm × 567 mm × 197 mm
Weight	Approx. 33 lbs. / Approx. 15 kg

(Specifications are subject to change without notice.)

Environmental specifications

- Recovery time from the Low Power mode................. 30 Sec.
- Transition time from the Low Power mode
  (at time of purchase) .... 15 min.
- Transition time from the Off and Sleep modes
  (at time of purchase) .... 60 min.

Paper feed

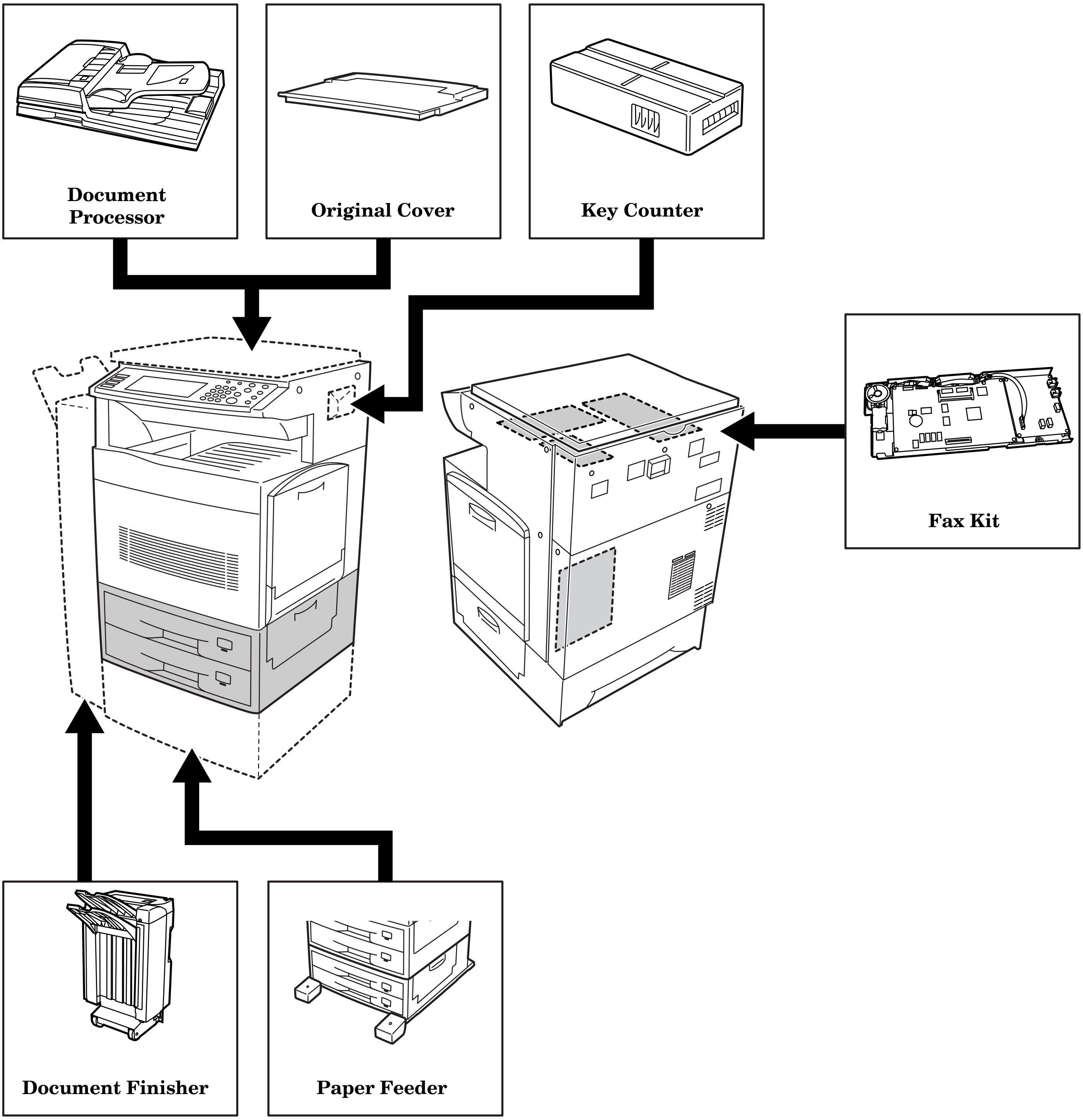
- Recycled paper made from 100% recycled pulp may be used with this product.

Installing the optional equipment

This section shows where to install the optional units for this copier. For more details, refer to the Operation Guide for the corresponding optional unit.

Available optional units

The following optional units can be installed on your copier.


Document Processor
Original Cover
Key Counter
Fax Kit
Document Finisher
Paper Feeder

Document Processor

Automatically feeds and scans multiple sheet-originals one by one. Two-sided originals are automatically turned over so that both sides can be scanned and copied.

Original Cover

Open/close this cover when you are setting the original on the platen.

Paper Feeder

The Paper Feeder (two 250-sheet capacity drawers[cassettes]) can be used in addition to the standard drawers[cassettes]. Paper is loaded in these drawers[cassettes] in the same manner as with the included drawers[cassettes]. This Paper Feeder includes casters that are attached to its bottom.

Document Finisher

The Document Finisher stores a large quantity of copies and can sort multiple copy sets by shifting the position of ejection for each one. It can also staple the copy sets and/or punch holes in them as well.

Key Counter

The Key Counter is used for checking copier use and is convenient for centralized management of the number of copies made by each department as well as the total number of copies made overall on the machine.

Fax Kit

If the Fax Kit is installed in your copier, you can use the copier as a facsimile. Also the copier can be used as a network fax, allowing transmission and reception by a computer.

Appendix: Functions and settings combination chart

This copier contains many different functions and settings, and many of them can be used in combination for more efficient copying. Refer to the following chart for details on combining specific functions and settings.

○: Combination is possible
×: Combination is NOT possible
1: Auto exposure adjustment is not available for the photo mode. The text&photo mode, the text mode, or manual exposure adjustment will be selected.
2: Only the auto magnification selection mode is available. That mode will be selected.
3: Only same size (100% [1:1]) copying in the auto paper selection mode is available. That mode will be selected.
4: The margin mode cannot be used in combination with the booklet/stitching mode or the book to booklet mode.
5: The margin mode cannot be used in combination with the combine/merge copy modes or the memo mode.
6: The border erase modes cannot be used in combination with original size selection (input size).
7: The border erase modes and the auto selection/filing mode cannot be used in combination with each other.
8: The book erase mode and the booklet/stitching mode cannot be used in combination with each other.
9: Not available because open-faced originals must be set with the top edge towards the rear of the platen.
10: The booklet/stitching mode and book to booklet mode will be given second priority when the 2-sided copy modes or the page separation/split copy modes are selected.
11: The transparency + backing sheet mode and the 2-sided copy modes cannot be used in combination with each other.
12: Cannot be used in combination with the auto selection/filing mode.
13: The 2-sided copy modes and the invert mode cannot be used in combination with each other.
14: Open-faced originals cannot be used in combination with original size selection.
15: The book → page separation/split copy mode cannot be used in combination with the combine/merge copy modes or the memo mode.
16: Centering cannot be selected as the second function.
17: The print page numbers mode is only available in the auto magnification selection mode.
18: Because a cover can be selected within the booklet/stitching and book to booklet modes, they cannot be used in combination with the cover mode.
19: The transparency + backing sheet mode and the cover mode cannot be used in combination with each other.
20: The booklet/stitching and book to booklet modes cannot be used in combination with original size selection (input size).
21: The function selected second will be given priority and original size selection (auto selection) will engage.
22: The function selected second cannot be changed.

Function selected first		Function selected second																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
1	Color mode (full color)	▨	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
2	Color mode (black and white)	○	▨	○	○	○	41	42	43	38	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	37
3	Color mode (A.C.S.)	○	○	▨	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	37
4	Gloss mode	○	○	○	▨	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
5	Sharpness adjustment	○	○	○	○	▨	×	○	○	○	○	○	○	○	○	47	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
6	One-touch image quality adjustment	○	40	○	○	○	▨	×	×	38	○	○	○	○	○	41	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
7	Color hue adjustment	○	40	○	○	○	○	▨	○	38	○	○	○	○	○	42	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
8	Color balance adjustment	○	40	○	○	○	○	○	▨	38	○	○	○	○	○	43	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
9	Mono-color mode	○	40	○	○	○	38	38	38	▨	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	37
10	Image quality mode (text&photo)	○	○	○	○	○	○	○	○	○	▨	×	×	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
11	Image quality mode (photo)	○	○	○	○	○	○	○	○	○	×	▨	×	×	×	1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
12	Image quality mode (printed photo)	○	○	○	○	○	○	○	○	○	×	×	▨	×	×	1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
13	Image quality mode (text)	○	○	○	○	○	○	○	○	○	×	×	×	▨	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
14	Image quality mode (map)	○	○	○	○	○	○	○	○	○	×	×	×	×	▨	1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
15	Copy exposure mode (auto exposure)	○	○	○	○	49	41	42	43	○	○	1	1	○	1	▨	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
16	Copy exposure mode (manual exposure)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	▨	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
17	Eco print mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▨	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
18	Original size selection (standard size)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▨	×	×	×	○	○	○	○	○	○	○	○	12	12	○
19	Original size selection (input size)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	▨	×	×	○	○	○	○	○	○	○	○	12	12	○
20	Original size selection (auto selection)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	▨	×	○	○	○	○	○	○	○	○	○	○	○
21	Original size selection (custom original size)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	×	▨	○	○	○	○	○	○	○	○	12	12	○
22	Same size (100% [1:1]) copying	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▨	×	×	×	○	○	○	○	3	2	○
23	XY zoom mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	▨	×	×	○	○	○	○	3	2	○
24	Auto magnification selection mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	▨	×	○	○	○	○	3	○	○
25	Zoom mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	×	▨	○	○	○	○	3	2	○
26	Paper selection	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▨	○	○	○	31	○	○
27	Original set direction	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▨	○	○	○	○	○
28	Batch scanning mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▨	○	○	27	○
29	Auto rotation function	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▨	○	○	○
30	Auto selection/filing mode (auto selection)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	12	12	○	12	3	3	3	3	12	○	○	○	▨	×	○
31	Auto selection/filing mode (filing)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	12	12	○	12	2	2	○	2	○	○	33	○	×	▨	○
32	Color/BW selection mode	○	40	37	○	○	○	○	○	37	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▨
33	Proof mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	37
34	Repeat copy mode (settings)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
35	Sort mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
36	Finished mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	27	○	○
37	Staple mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	27	○	○
38	Punch mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
39	Copy eject location	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	27	○	○
40	2-sided copy modes (1 sided→1 sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
41	2-sided copy modes (1 sided→2 sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	12	○	○
42	2-sided copy modes (2 sided→2 sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
43	Page separation/Split copy modes (Book→2 sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	14	14	○	14	○	○	○	○	○	9	○	○	12	12	○
44	Page separation/Split copy modes (2 sided→1 sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
45	Page separation/Split copy modes (Book→1 sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	14	14	○	14	○	○	○	○	○	9	○	○	12	12	○
46	Poster mode	○	○	○	○	47	○	○	○	○	○	○	○	○	○	35	○	○	○	○	○	○	35	35	35	35	○	○	35	○	35	35	35
47	Booklet/Stitching mode	○	○	34	○	47	○	○	○	○	○	○	○	○	○	46	○	○	○	20	○	20	○	2	○	○	○	○	○	○	12	12	37
48	Book to Booklet mode	○	○	34	○	47	○	○	○	○	○	○	○	○	○	46	○	○	○	20	○	20	2	2	○	2	○	9	○	○	12	12	37
49	Margin mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
50	Centering/Image shift mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
51	Border erase modes (Sheet erase)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	6	○	6	○	○	○	○	○	○	○	○	7	7	○
52	Border erase modes (Book erase)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	6	○	6	○	○	○	○	○	9	○	○	7	7	○
53	Combine/Merge Copy modes	○	○	34	○	47	○	○	○	○	○	○	○	○	○	46	○	○	○	32	○	32	○	2	○	○	○	○	○	○	12	12	○
54	Memo mode	○	○	34	○	47	○	○	○	○	○	○	○	○	○	46	○	○	○	32	○	32	○	2	○	○	○	○	○	○	12	12	○
55	Cover mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	24	○	24	○	○	○	○	○	○	○	○	12	12	37
56	Transparency + backing sheet mode	○	○	○	36	○	○	○	○	○	○	○	○	○	○	○	○	○	○	29	○	29	○	○	○	○	○	○	○	○	12	12	37
57	Paper type for left tray ejection	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	44	○	44	○	○	○	○	○	○	○	○	44	○	○
58	Print page numbers mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	17	17	○	17	○	○	○	○	12	○	○
59	Invert mode	○	○	34	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
60	Mirror image mode	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
61	Interrupt copying	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	39
62	Repeat copy mode (print out)	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×
63	Job build mode (Step 1)	○	○	○	○	○	×	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	×	×	×
64	Job build mode (from step 2)	○	○	○	×	○	×	○	○	×	○	○	○	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	×	×	×	×	×
65	Scanner functions (Scan to PC)	○	○	○	×	×	×	×	×	×	○	○	×	○	×	○	○	×	○	○	○	○	○	×	○	×	○	○	○	×	○	×	×
66	Scanner functions (Send E-mail)	○	○	○	×	×	×	×	×	×	○	×	×	○	×	○	○	×	○	○	○	○	○	×	○	×	○	○	○	×	○	×	×
67	Scanner functions (TWAIN)	○	○	○	×	×	×	×	×	×	○	○	×	○	×	○	○	×	○	○	○	○	○	×	○	×	○	○	×	×	○	×	×
68	Scanner functions (Database connection)	○	○	○	×	×	×	×	×	×	○	○	×	○	×	○	○	×	○	○	○	○	○	×	○	×	○	○	○	×	○	×	×

23: The booklet/stitching and book to booklet modes cannot be used in combination with the combine/merge copy modes or the memo mode.
24: The cover mode cannot be used in combination with original size selection (input size).
25: The cover mode cannot be used in combination with the combine/merge copy modes or the memo mode.
26: The cover mode and the invert mode cannot be used in combination with each other.
27: The function selected second will be given priority and the function selected first will be canceled.
28: The transparency + backing sheet mode and the invert mode cannot be used in combination with each other.
29: The transparency + backing sheet mode cannot be used in combination with original size selection (input size).
30: The transparency + backing sheet mode cannot be used in combination with the sort/finished mode, the staple mode or the punch mode.
31: The selected paper setting will be canceled in order to switch to the auto paper selection mode.
32: The combine/merge copy modes and the memo mode cannot be used in combination with original size selection (input size).
33: Cannot be used in combination with the batch scanning mode.
34: Cannot be used in combination with the A.C.S. (auto color selection) mode.
35: Cannot be used in combination with the poster mode.
36: Cannot be used in combination with the gloss mode.
37: Cannot be used in combination with the color/BW selection mode.
38: Cannot be used in combination with the mono-color mode.
39: Cannot be used in combination with interrupt copying.
40: The function selected second will be given priority and all color-related functions will be canceled.
41: Cannot be used in combination with one-touch image quality adjustment.
42: Cannot be used in combination with color hue adjustment.
43: Cannot be used in combination with color balance adjustment.
44: Not available with OHP transparencies or when the "Transparency" or "Rough" setting is selected under the paper size and type setting.
45: The function selected second will be given priority and auto exposure adjustment will be cancelled.(In the full color mode only)
46: Cannot be used in combination with the auto exposure mode.(In the full color mode only)
47: Cannot be used in combination with sharpness adjustment. (In the black and white copy mode and the A.C.S. color mode only)
48: The function selected second will be given priority and sharpness adjustment will be cancelled. (In the black and white copy mode and the A.C.S. color mode only)
49: The function selected second will be given priority and auto exposure adjustment will be cancelled. (In the black and white copy mode and the A.C.S. color mode only)
50: The location of ejection cannot be changed.
51: The combination is available, however, cannot be printed.
69: Image quality (OCR)
70: Color mode (Black and white [gray])

Function selected second																															Function selected first
33	**34**	**35**	**36**	**37**	**38**	**39**	**40**	**41**	**42**	**43**	**44**	**45**	**46**	**47**	**48**	**49**	**50**	**51**	**52**	**53**	**54**	**55**	**56**	**57**	**58**	**59**	**60**	**61**	**69**	**70**	
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**1** Color mode (full color)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**2** Color mode (black and white)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	34	34	○	○	○	○	34	○	○	×	×	**3** Color mode (A.C.S.)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	36	○	○	○	○	○	×	×	**4** Gloss mode
○	○	○	○	○	○	○	○	○	○	○	○	○	48	48	48	○	○	○	○	48	○	○	○	○	○	○	○	○	×	×	**5** Sharpness adjustment
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**6** One-touch image quality adjustment
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**7** Color hue adjustment
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**8** Color balance adjustment
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**9** Mono-color mode
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**10** Image quality mode (text&photo)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**11** Image quality mode (photo)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**12** Image quality mode (printed photo)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**13** Image quality mode (text)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**14** Image quality mode (map)
○	○	○	○	○	○	○	○	○	○	○	○	○	45	45	45	○	○	○	○	45	45	○	○	○	○	○	○	○	×	×	**15** Copy exposure mode (auto exposure)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**16** Copy exposure mode (manual exposure)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**17** Eco print mode
○	○	○	○	○	○	○	○	○	○	14	○	14	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**18** Original size selection (standard size)
○	○	○	○	○	○	○	○	○	○	14	○	14	○	21	21	○	○	6	6	32	32	24	29	○	○	○	○	○	×	×	**19** Original size selection (input size)
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**20** Original size selection (auto selection)
○	○	○	○	○	○	○	○	○	○	14	○	14	○	21	21	○	○	6	6	32	32	24	29	○	○	○	○	○	×	×	**21** Original size selection (custom original size)
○	○	○	○	○	○	○	○	○	○	○	○	○	35	2	2	○	○	○	○	2	2	○	2	○	17	○	○	○	×	×	**22** Same size (100% [1:1]) copying
○	○	○	○	○	○	○	○	○	○	○	○	○	35	2	2	○	○	○	○	2	2	○	2	○	17	○	○	○	×	×	**23** XY zoom mode
○	○	○	○	○	○	○	○	○	○	○	○	○	35	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**24** Auto magnification selection mode
○	○	○	○	○	○	○	○	○	○	○	○	○	35	2	2	○	○	○	○	2	2	○	2	○	17	○	○	○	×	×	**25** Zoom mode
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**26** Paper selection
○	○	○	○	○	○	○	○	○	○	9	○	9	○	○	9	○	○	○	9	○	○	○	○	○	○	○	○	○	×	×	**27** Original set direction
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**28** Batch scanning mode
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**29** Auto rotation function
○	○	○	12	12	○	12	○	12	○	12	○	12	35	12	12	○	○	7	7	12	12	12	12	44	12	○	○	○	×	×	**30** Auto selection/filing mode (auto selection)
○	○	○	○	○	○	○	○	○	○	12	○	12	35	12	12	○	○	7	7	12	12	12	12	○	○	○	○	○	×	×	**31** Auto selection/filing mode (filing)
37	○	22	○	○	○	○	○	○	○	○	○	○	35	37	37	○	○	○	○	○	○	37	37	○	○	○	○	39	×	×	**32** Color/BW selection mode
▨	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	39	×	×	**33** Proof mode
○	▨	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**34** Repeat copy mode (settings)
○	○	▨	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	27	○	○	○	○	○	×	×	**35** Sort mode
○	○	○	▨	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	27	51	○	○	○	○	×	×	**36** Finished mode
○	○	○	×	▨	○	50	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	27	51	○	○	○	○	×	×	**37** Staple mode
○	○	○	○	○	▨	50	○	○	○	○	○	○	○	27	27	○	○	○	○	○	○	○	27	51	○	○	○	○	×	×	**38** Punch mode
○	○	○	○	○	○	▨	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	27	27	○	○	○	○	×	×	**39** Copy eject location
○	○	○	○	○	○	○	▨	×	×	×	×	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**40** 2-sided copy modes (1 sided→1 sided)
○	○	○	○	○	○	○	×	▨	×	×	×	×	35	10	10	○	○	○	○	○	○	○	11	44	○	13	○	○	×	×	**41** 2-sided copy modes (1 sided→2 sided)
○	○	○	○	○	○	○	×	×	▨	×	×	×	35	10	10	○	○	○	○	○	○	○	11	44	○	13	○	○	×	×	**42** 2-sided copy modes (2 sided→2 sided)
○	○	○	○	○	○	○	×	×	×	▨	×	×	35	10	10	○	○	○	○	15	15	○	11	44	○	13	○	○	×	×	**43** Page separation/Split copy modes (Book→2 sided)
○	○	○	○	○	○	○	×	×	×	×	▨	×	35	10	10	○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	**44** Page separation/Split copy modes (2 sided→1 sided)
○	○	○	○	○	○	○	×	×	×	×	×	▨	35	10	10	○	○	○	○	15	15	○	○	○	○	○	○	○	×	×	**45** Page separation/Split copy modes (Book→1 sided)
○	○	○	○	○	○	○	○	35	35	35	35	35	▨	35	35	35	35	35	35	35	35	35	35	○	35	35	○	39	×	×	**46** Poster mode
○	○	22	22	22	22	○	○	10	10	10	10	10	35	▨	×	4	16	○	8	23	23	18	11	44	○	13	○	○	×	×	**47** Booklet/Stitching mode
○	○	22	22	22	22	○	○	10	10	10	10	10	35	×	▨	4	16	○	○	23	23	18	11	44	○	13	○	○	×	×	**48** Book to Booklet mode
○	○	○	○	○	○	○	○	○	○	○	○	○	35	27	27	▨	×	○	○	5	5	○	○	○	○	○	○	○	×	×	**49** Margin mode
○	○	○	○	○	○	○	○	○	○	○	○	○	35	○	○	×	▨	○	○	○	○	○	○	○	○	○	○	○	×	×	**50** Centering/Image shift mode
○	○	○	○	○	○	○	○	○	○	○	○	○	35	○	○	○	○	▨	×	○	○	○	○	○	○	○	○	○	×	×	**51** Border erase modes (Sheet erase)
○	○	○	○	○	○	○	○	○	○	○	○	○	35	8	○	○	○	×	▨	○	○	○	○	○	○	○	○	○	×	×	**52** Border erase modes (Book erase)
○	○	○	○	○	○	○	○	○	○	15	○	15	35	23	23	5	16	○	○	▨	×	25	44	○	○	○	○	○	×	×	**53** Combine/Merge Copy modes
○	○	○	○	○	○	○	○	○	○	15	○	15	35	23	23	5	16	○	○	×	▨	25	44	○	○	○	○	○	×	×	**54** Memo mode
○	○	○	○	22	○	○	○	○	○	○	○	○	35	18	18	○	○	○	○	25	25	▨	19	○	○	26	○	○	×	×	**55** Cover mode
○	○	44	30	30	30	44	○	11	11	11	○	○	35	11	11	○	○	○	○	44	44	19	▨	○	○	28	○	39	×	×	**56** Transparency + backing sheet mode
○	○	○	44	44	44	44	○	44	44	44	○	○	○	44	44	○	○	○	○	○	○	○	○	▨	○	○	○	○	×	×	**57** Paper type for left tray ejection
○	○	○	○	○	○	○	○	○	○	○	○	○	35	○	○	○	○	○	○	○	○	○	○	○	▨	○	○	○	×	×	**58** Print page numbers mode
○	○	○	○	○	○	○	○	27	27	27	○	○	35	27	27	○	○	○	○	○	○	27	27	○	○	▨	○	○	×	×	**59** Invert mode
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▨	○	×	×	**60** Mirror image mode
○	○	○	○	○	○	○	○	○	○	○	○	○	39	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▨	×	×	**61** Interrupt copying
×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	×	○	×	×	**62** Repeat copy mode (print out)
○	○	○	○	○	○	○	○	○	○	○	○	○	×	×	×	○	○	○	×	×	×	×	×	×	○	×	×	○	×	×	**63** Job build mode (Step 1)
×	×	×	×	×	×	×	○	×	×	×	○	○	×	×	×	×	×	○	×	×	×	×	×	×	×	×	×	○	×	×	**64** Job build mode (from step 2)
×	×	×	×	×	×	×	○	×	×	×	○	○	×	×	×	×	○	○	○	×	×	×	×	×	×	×	×	×	○	○	**65** Scanner functions (Scan to PC)
×	×	×	×	×	×	×	○	×	×	×	○	○	×	×	×	×	○	○	○	×	×	×	×	×	×	×	×	×	○	○	**66** Scanner functions (Send E-mail)
×	×	×	×	×	×	×	○	×	×	×	○	○	×	×	×	×	○	○	○	×	×	×	×	×	×	×	×	×	○	○	**67** Scanner functions (TWAIN)
×	×	×	×	×	×	×	○	×	×	×	○	○	×	×	×	×	○	○	○	×	×	×	×	×	×	×	×	×	○	○	**68** Scanner functions (Database connection)

Index

Numerics

2 in 1 6-21
2-sided copy modes 6-6
4 in 1 6-21

A

A.C.S. adjustment (copy default setting) 7-63
Acceptable originals 8-1
Accessing the copy default settings 7-67
Accessing the copy management menu screen 7-3
Accessing the machine default settings 7-44
Adjusting the color balance .... ii, 5-1
Adjusting the color hue .... iii, 5-3
Adjusting the copy exposure 4-3
Adjusting the sharpness .... iv, 6-56
At the end of copying 4-5
Auto clear function 2-5
Auto color adjustment 7-102
Auto Color Selection mode 4-1
Auto drawer[cassette] switching ON/OFF (machine default setting) 7-41
Auto exposure adjustment (B/W) (copy default setting) 7-64
Auto exposure adjustment (color) (copy default setting) 7-64
Auto exposure adjustment (OCR) (copy default setting) 7-64
Auto low power time (machine default setting) 7-42
Auto magnification selection mode 6-1
Auto rotation function 6-37
Auto Rotation mode ON/OFF (copy default setting) 7-65
Auto selection mode 8-4
Auto selection/Filing mode 8-4
Auto sleep function 6-87
Auto sleep ON/OFF (machine default setting) 7-43
Auto sleep time (machine default setting) 7-42
Automatic drawer[cassette] switching function 2-5

B

BASIC OPERATION 4-1
Batch scanning mode 6-53
Black and white copy mode 4-1
Book erase mode 6-19
Book to Booklet mode 6-32
Booklet/Stitching mode 6-29
Border erase modes 6-19

C

CAUTION LABELS 1-1
Centering/Image shift mode 6-15
Changing a registered program name 6-62
Changing the copy management default settings 7-28
Changing the management code (machine default setting) 7-43
Checking the copy management counts 7-24
Checking the total counter and printing out the counter report 7-106
Cleaning the copier 10-1
Cleaning the main charger 10-2
Cleaning the original cover 10-1
Cleaning the platen 10-1
Color/BW selection mode 6-54
Combine/Merge Copy modes 6-21
COPIER MANAGEMENT 7-1
Copy default settings 7-63
Copy eject location (machine default setting) 7-42
Copy limit (copy default setting) 7-65
Copy management function 7-1
Copy mode (copy default setting) 7-63
Copying in the Group mode 8-7
Copying in the Hole Punch mode 8-10
Copying in the Sort mode 8-6
Copying in the Sort-Staple mode 8-8
Cover drawer[cassette] (copy default setting) 7-64
Cover mode 6-38
Custom paper type for 2-sided copying (machine default setting) 7-42
Customize screen layout (Add functions) (copy default setting) 7-66
Customize screen layout (Main functions) (copy default setting) 7-66

D

Day & time (machine default setting) 7-43
Default drawer[cassette] (copy default setting) 7-64
Default magnification ratio (copy default setting) 7-64
Default operation mode (machine default setting) 7-42
Default settings 7-41
Delete department ID-codes 7-19
Deleting a registered program 6-63
Deleting a registration key 6-66
Document Finisher 8-6
Document Processor 8-1
Drawer[Cassette] 3-2
Drum refresh 7-104

E

Eco print mode 6-57
Eco print mode ON/OFF (copy default setting) 7-63
Editing copy management information 7-4
Energy-saving Low power mode 6-86
Enlarging/reducing the copy image 6-1
Entering characters 7-112
Environmental specifications 10-13
Erased border width (copy default setting) 7-65
Exposure adjustment step (copy default setting) 7-63
Exposure mode (copy default setting) 7-63

F

Fax eject location (machine default setting) 7-42
Fax Kit 8-13
Filing mode 8-4
Finished mode 6-35
Full color copy mode 4-1
Functions and settings combination chart 10-16

G

Gloss mode ..... iii, 5-7

I

If one of the following indications lights 9-4
If one of the following messages is displayed 9-1
If other trouble occurs 9-18
If paper jams 9-5
Initial mode 2-5
INSTALLATION PRECAUTIONS 1-2
Installing the Key Counter 8-13
Installing the optional equipment 10-14
Interrupt copying 6-5
Invert mode 6-45

J

Job build mode 6-68

K

Key Counter 8-13

L

Language selection function 7-111
Loading paper 3-1

M

Machine default settings 7-41
Making copies when copy management is turned ON 7-40
Making copy default settings 7-68
Making machine default settings 7-45
Manual exposure adjustment (map mode)
(copy default setting) 7-65
Manual exposure adjustment (photo mode)
(copy default setting) 7-65
Manual exposure adjustment (printed photo mode)
(copy default setting) 7-65
Manual exposure adjustment (text mode)
(copy default setting) 7-65
Manual exposure adjustment (text+photo mode)
(copy default setting) 7-65
Map mode 4-4
Margin mode 6-12
Margin width (copy default setting) 7-65
Memo mode 6-17
Mirror image mode 6-46
Misfeed in one of the drawers[cassettes] No.1 through No.4 9-6
Misfeed in the Duplex Unit 9-15
Misfeed in the fixing section 9-12
Misfeed in the MP tray 9-8
Misfeed in the optional Document Finisher 9-17
Misfeed in the optional Document Processor 9-16
Misfeed in the paper conveyor unit 9-9
Misfeed in the paper feed section 9-6
Misfeed in the transfer unit 9-10
Misfeed inside the left cover or near the copy storage table 9-14
Misfeed inside the right side drawer[cassette] cover
No.1 or No.2 9-7
Mono-color mode 5-6
MP tray 3-4
MP tray paper settings 7-97
MP tray settings display ON/OFF
(machine default setting) 7-42

N

NAMES OF PARTS 2-1
Notes on acceptable documents 8-1

O

One-touch image quality adjustment ..... i, 5-5
OPTIONAL EQUIPMENT 8-1
Original quality (copy default setting) 7-63
Original set direction 7-51
Original size registration 7-100
Original size selection 6-41

P

Page separation/Split copy modes 6-9
Paper Feeder 8-6
Paper selection (copy default setting) 7-63
Paper size (drawer[cassette] No.3 & No.4) (machine default setting) 7-41
Paper type (Auto B/W paper selection) (copy default setting) 7-64
Paper type (Auto color paper selection) (copy default setting) 7-63
Paper type (drawer[cassette] No.2 & No.4) (machine default setting) 7-41
Paper type (Set fixing temperature) (machine default setting) 7-42
Photo mode 4-4
Poster mode 6-27
PRECAUTIONS FOR USE 1-3
Preset zoom mode 6-3
Print page numbers mode 6-23
Printed photo mode 4-4
Printing out with the repeat copy mode 6-50
Program function 6-60
Proof mode 6-47

R

Register new department ID-codes 7-4
Registering a copy job for repeat copying 6-49
Registering a function or mode under a function key 6-64
Registering a program 6-60
Registration keys 6-64
Registration keys ON/OFF (copy default setting) 7-66
Repeat copy mode 6-49
Repeat copying ON/OFF (copy default setting) 7-66

S

Saving on toner use 6-57
Selecting functions 4-2
Selecting the color mode 4-1
Selecting the image quality 4-4
Selecting the location of copy ejection 6-59
Selecting the paper size 4-2
Separate front and back margin settings 6-12
Setting an original 4-1
Setting originals in the Document Processor 8-2
Setting the number of copies to be made 4-4
Sheet erase mode 6-19
Silent mode ON/OFF (machine default setting) 7-42
Sort/Offset mode ON/OFF 7-65
Specifications 10-9
Start copying 4-5
Status report print out 7-108

T

Text mode 4-4
Text&photo mode 4-4
Time difference (machine default setting) 7-43
Toner containers 10-4
Touch panel sound ON/OFF (machine default setting) 7-42
Transparency + backing sheet mode 6-43
Turning the copy management function ON/OFF 7-28

U

Using programmed settings to make copies 6-61

W

Warm-up 4-1
Waste toner box 10-6

X

XY zoom mode 6-4

Z

Zoom mode 6-2

For best results and machine performance, we recommend that you use only our original supplies for your products.

QUALITY CERTIFICATE

This machine has passed all quality controls and final inspection.

A1

KYOCERA MITA AMERICA, INC.

Headquarters:
225 Sand Road,
Fairfield, New Jersey 07004-0008
TEL : (973) 808-8444
FAX : (973) 882-6000

New York Branch:
1410 Broadway 23rd floor
New York, NY 10018
TEL : (917) 286-5400
FAX : (917) 286-5402

Northeastern Region:
225 Sand Road,
Fairfield, New Jersey 07004-0008
TEL : (973) 808-8444
FAX : (973) 882-4401

Midwestern Region:
201 Hansen Court Suite 119
Wood Dale, Illinois 60191
TEL : (630) 238-9982
FAX : (630) 238-9487

Western Region:
14101 Alton Parkway,
Irvine, California 92618-7006
TEL : (949) 457-9000
FAX : (949) 457-9119

Southeastern Region:
1500 Oakbrook Drive,
Norcross, Georgia 30093
TEL : (770) 729-9786
FAX : (770) 729-9873

Southwestern Region:
2825 West Story Road,
Irving, Texas 75038-5299
TEL : (972) 550-8987
FAX : (972) 252-9786

National Operation Center
& National Training Center:
2825 West Story Road,
Irving, Texas 75038-5299
TEL : (972) 659-0055
FAX : (972) 570-5816

Latin America Division:
8240 N.W. 52nd. Terrace Dawson Building,
Suite 108 Miami, Florida 33166
TEL : (305) 421-6640
FAX : (305) 421-6666

KYOCERA MITA CANADA, LTD.

6120 Kestrel Road, Mississauga,
Ontario L5T 1S8, Canada
TEL : (905) 670-4425
FAX : (905) 670-8116

KYOCERA MITA MEXICO, S.A. DE C.V.

Av. 16 de Septiembre #407
Col. Santa Inés,
Azcapotzalco México,
D.F. 02130, México
TEL : (55) 5383-2741
FAX : (55) 5383-7804

©2005 KYOCERA MITA Corporation
KYOCERA is a trademark of Kyocera Corporation

2006.2
Printed in Japan 302G756021 Rev.2.0